

**City of
Bloomington
Indiana**



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**To: Jack Hopkins Social Services Funding Committee
Council members:
Chris Gaal, Tim Mayer, David Rollo, Andy Ruff,
David Sabbagh, and
Representative from Other City Entities:
Probably a CFR Commission and CAC Member
Staff: Marilyn Patterson & Lisa Abbott, (HAND)
and Pete Giordano (CFR)**
From: Council Office
Re: First Meeting of Committee
Date: February 18, 2005

Contents of Packet

Memo

Agenda

Letter from the Community and Family Resource Commissioners

History of Fund Allocations from 1993 and Res 04-12

Report of June 2004 Grants (forthcoming)

Criteria - Letter Outlining Criteria and Elaboration of Policies and Criteria

Responses to June 2004 Survey of Applicant Agencies

Draft Solicitation Letter and Information Sheets

**First Review of Applications - First-Cut Table, Cover Memo for Packet of
Applications; Summary of Applications**

Presentation Hearing - Agenda

**Allocation Hearing - Agenda, Breakdown of Requests, Summary of Individual
Ratings and Comments, and Meeting Worksheet**

Sample Funding Agreement

Calendar for Months of March through June

Memo

Introductory Notes - Members of Committee

Welcome to the 2005 Organizational Meeting(s) of the Jack Hopkins Social Services Funding Committee - The Committee holds one or more Organizational Meetings each year in order to decide upon the process for making the year's Jack Hopkins Social Services funding recommendations to the full Council. This memo and the accompanying packet material provide a brief history of the program and highlight some of the procedural issues that should be resolved before the agencies are invited to submit funding proposals.

First Meeting Scheduled for 4:00 p.m. on Monday, February 21st in the Council Library The first meeting of the Committee is being scheduled earlier this year than in the past in order to offer the opportunity for completing the funding process earlier – if you choose to do so. Given the need to review the responses to last year's survey, it may be necessary for the Committee to meet twice before announcing the program for 2005.

Composition of the Social Services Funding Committee – Elect a Chair - The Council Social Services Committee currently includes five council members and two members from other city entities. The five council members have been assigned by the President and include: Gaal, Mayer, Rollo, Ruff, and Sabbagh. Since 2004, two members from other city entities have been appointed by the committee of five council members. They have included one person nominated by the Community and Family Resources Commission and a person selected by the Committee from the CDBG CAC committees (Dr. Pizzo). Before 2004 both of these members were nominated by the Community and Family Resources Commission.

Issue: There is a letter signed by many of the Community and Family Resource Commission members which, in part, asks that they be given two slots on the Committee.

Packet: Letter

Action: Please choose representatives from other City entities, and elect a chair for the committee.

Consider making the appointments for next year before the close of this year's meetings.

History, Level, Source & Location of Funds

The Common Council established the Council Discretionary Social Services Fund as an amendment to the Civil City Budget for 1993. The level of funding has been as follows:

<u>Year(s)</u>	<u>Budgeted Funds</u>
1993	\$90,000
1994 – 1995	\$40,000
1996	\$50,000
1997 – 1998	\$90,000
1999- 2001	\$100,000
2002 – 2004	\$110,000
2005	\$125,000

The monies for this program have come from the General Fund in all but the first year. In 2001, the monies were shifted from the CFR to the HAND department so that the latter department could monitor these grants along with the social services grants.

Packet: History of Funding and Last Year's Resolution

Monitoring Previous Grants and Agreements - Report, Letter of Interpretation, and Extensions Marilyn Patterson will present her monitoring report regarding the implementation of the funding agreement for the 14 agencies who received grants in 2004. These grants and funding agreements were approved with the adoption of Res 04-12. In accordance with the funding agreements, the agencies either submit claims to the HAND department and are reimbursed for appropriate expenditures, or enter into an obligation for covered items and arrange for the City to purchase it by credit card or purchase order. Please note that the Chair has been given the authority to interpret the funding agreement, but had no occasion to do so with last year's requests.

Packet: Monitoring Report (to be presented on Monday)

Action: Approve the Monitoring Report

Responses to Survey

The Council Office distributed a survey to applicant agencies last June and distributed a summary of their responses to committee members and staff in July. A review of the responses at this point in the meeting is recommended in order for you to identify any issues that may result in a change in procedures this year. Please use this occasion to review the survey responses and note matters that the Committee should discuss under the appropriate item later on the agenda. Here is a quick summary of the survey results and a highlight of some of the probable issues for discussion:

Criteria – agencies thought the Criteria and Statement provided clear guidance for funding decisions, but that the Committee did not apply them consistently. In particular, agencies thought the one-time funding requirement distinguished this funding program from others, helped them carry out their mission, but was occasionally ignored by the Committee.

*Issue: Discuss articulating criteria when rating and funding applications.
Discuss one-time funding requirement in light of the decision to fund
MCUM – Child Care two years in a row.*

Schedule - agencies, on the whole, had no great desire to start this program earlier in the year. One agency said our application schedule coincided with other funding applications. Please note that the HAND department wants to give agencies more time to spend their money before the end of the year.

Issue: Discuss an earlier schedule for final action on your recommendations.

Reimbursement – agencies, on the whole, thought that the reimbursement system did not impair their ability to carry the agencies’ missions.

Solicitations – most agencies received a solicitation letter from the Council Office. Others learned about the program through the United Way or the NPA newsletter (*which we’ll use this year as well.*) One learned about it through the H-T and two through unidentified sources.

Application Procedures – agencies in general felt the application procedures were simple and convenient, and appreciated the technical assistance meeting.

Deliberations – agencies found that you made well-informed decisions and provided a positive environment for them, but were evenly divided about whether your decisions were fair and even handed. Note: of the eight respondents four received money and four did not. Individual responses suggest that the Committee:

- was biased and favored traditionally-funded agencies,
- didn’t acknowledge the importance of pilot projects and bridge-funding,
- didn’t provide enough time for agency presentations,
- kept agencies waiting (or required representatives to attend meetings which were not necessary).

Purpose and Criteria

Purpose/Criteria - The criteria for allocating these funds have remained substantially the same ever since Councilmember Jack Hopkins first proposed them in 1993. They are as follows:

- * The program should address a previously-identified priority for social services funds (as indicated in the SCAN or other community-wide survey of social services needs);
 - * The funds should provide a one-time investment that, through matching funds or other fiscal leveraging, make a significant contribution to the program; and
 - * This investment should lead to broad and long-lasting benefits to the community.
- In 2001 the Committee authorized staff to prepare a policy statement that elaborated upon these criteria and other procedures.

*Packet: 1993 Jack Hopkins Letter Outlining Criteria
Elaboration of Program Criteria and Explanation of Procedures.*

Issue: One-time funding limits the funding of operational costs to pilot projects or to provide bridge-funding. The Committee recommended funding MCUM child care services two years in a row. How do we reconcile that with the criteria? Acknowledge the decision and ... Impose a two-year rule? Set aside a certain amount each year for on-going operational costs? Recognize the decision was in error?

Reminder of Other Policies:

*The Committee will not consider late applications.
Each agency shall submit only one application.
The minimum dollar amount for each request is \$1,000.*

Action: Approve the Elaboration of Program Criteria

Solicitations – Submittals – Assistance with Applications

Extent of Solicitations – The Council Office informs social services agencies about this funding program by:

- sending solicitation letters to agencies that have received or requested letters in the past;
- e-mailing an announcement to agencies through the weekly United Way's Non-Profit Alliance Newsletter and to the United Way for release to its member agencies;
- sending word through the United Way CSC Newsletter (if it is going out this month),
- notifying the media through a press release and through the offer of Public Service Announcements (read by Chair of the Committee), and
- posting forms that can be down-loaded from our web page.

Submittals – The letter to the agencies invites them to submit a two-page statement indicating how much is being requested, what it would be used for, and how this request meets the program criteria. It asks them to provide a one-page budget detailing the use of these funds and a financial statement for the agency as a whole. It also asks them to fill-out two information sheets, one requested information for contacting agencies and the other requested quick summaries of their proposals. Typically, the letter gives the agencies from 3 – 4 weeks to submit their applications.

Assistance with Preparing Applications/Technical Assistance Meeting –

For the past few years, the staff has held a technical assistance meeting for agencies to attend and receive help regarding their applications. About a dozen agencies show up for the session. The Community and Family Resources Department and HAND departments have also offered to help with the preparation of applications.

Packet: Draft Solicitation Letter and Attachments

*Issues: Suggestions on content of letter?
Are the letters, CSC Newsletter, e-mail's, PSA's, and H-T release sufficient for reaching appropriate agencies?*

*Issues: Do the applications provide you with sufficient information to make a good decision?
Is about 4 weeks sufficient time for an agency to learn about and prepare an application?*

Issues: Any comments or suggestions regarding assistance in preparing the applications?

Approve: Letter, dissemination plan, and technical assistance meeting.

Deliberations – Goals - Three Meetings

Goals and Procedures for Evaluating Applications

The following paragraphs set forth the goals and procedures for evaluating proposals and making funding recommendations:

Proposed Statement of Goals for the Hearings:

- Encourage applications that best meet our purposes by articulating and applying clear and consistent guidelines;
- Assure that committee members make well-informed decisions;
- Support local social services programs by providing a positive environment when discussing and considering proposals; and
- Assure an efficient process that avoids unnecessary work.

Three Meetings to Make Recommendations – The Committee has met three times in order to review the applications and make its recommendations to the full Council.

Those meetings include a(n):

- Initial Review of the Applications (*new in 2004*),
- Presentation Hearing, and
- Allocation Hearing (funding recommendations).

The following paragraphs briefly describe the activities that occur at each stage in order for you to decide whether anything should be changed this year.

Initial Review of the Applications – Becoming Familiar with Applications – Narrowing the Field - Clarifying Priorities

The Council Office receives the applications (which typically range from 20 – 30) and takes a little over a week to assemble, summarize, and distribute them to committee members and staff.

Last year we held a meeting to review applications about a week after you received the packet and about a week before hearing any presentations. It appears that you thought that step was beneficial because it allowed you to use this informal setting in order to share impressions early and ask questions of staff about the proposals and agencies.

The format last year went as follows:

- notify the committee of conflicts of interest,
- eliminate applications which were clearly inappropriate,
- review the rest of the applications, raise questions for presenters to answer, and remove a few more from consideration,
- discuss how to conduct public deliberation and inquiries, and
- discuss allocation decisions (e.g. how to make that decision and handle partial-funding).

*Packet: First Cut Table
Cover Memo for Application Packet
Summary of Applications*

Issues: Does this summary of applications serve your needs? Does it need to be changed?

Issues: Do you want to change or add to the order of business?

Issue: What will be the basis for not requesting a presentation from an agency? Clearly inappropriate? Low priority this year? Whatever approach you choose you are balancing the policy of “creating a positive environment for social services agencies” with the policy of “assuring an efficient process that avoids unnecessary work.” Note: It took you 3 hours to hear presentations from 21 agencies last year.

Presentation Meeting – The evening of presentations has always been the longest of the program. Staff relays your questions to the presenters and schedules their presentations. Presenters have been given no more than 5 minutes to make their case with another 5 minutes reserved for your questions.

Packet: Agenda for Last Year’s Meeting

Issues: Are there other changes you would like to see at this meeting?

Recommendations - Resolve Questions and Adjust Allocation of Funds

Last year the committee members submitted ratings to the Council Office about a week after they heard presentations from the agencies. These ratings (on a scale of 0 - 5) and comments were then presented a few days later in the form of a table to committee members. Soon after the ratings had been distributed, the Committee met for a second and final time to make recommendations regarding the allocation of funds. The challenge for the Committee at this hearing has always been to arrive at a method for allocating the funds. Hopefully, you will have settled upon an approach to this question when you sit down to discuss the applications in early May.

*Packet: Agenda of Last Year's Second Meeting
 Breakdown of Requests
 Individual Ratings and Comments Sheet and
 Summary of Committee Recommendations*

Issue: Do you want to continue the 0 - 5 rating system and, if so, are the summary tables adequate for your purposes?

Issue: Are there predetermined factors or approaches that can help you make these final funding adjustments? How important are the ratings in determining the eventual level of funding? Are there factors – like the population served, fiscal need of agency, or track record of agency – that would allow you, in advance, to make those decisions?

Issue: Partial Funding/Matching Funds – These are two related issues that arise at the latter stages of your deliberations. Every year the Committee must make final adjustments in the allocations and invariably fund a request at less than the full amount. These decisions are often made without good information about how the adjustment would affect the feasibility of the project. How does the Committee want to address those situations this year? If you need more information from the agency, what will you need and when will you need it?

The other issue is related to the occasional requirement that the agency demonstrate that other funds were used as a match to complete the project. Agencies have expressed surprise at having this requirement imposed at the last hearing. Do want to require matching funding? If so, when do we impose it and what information is needed impose a reasonable requirement?

Proposed Schedule - Traditionally the allocation phase for the program runs from mid-to-late March to mid-June and the funding phase runs from July to December and sometimes into the next year. Here are the critical steps in the allocation phase of the program and a proposed schedule:

<u>Action or Event</u>	<u>Proposed Date, Time, and Place</u>
<i>Distributing Announcements & Invitations</i>	
<i>Holding Technical Assistance Meeting</i>	
<i>Deadline for Submitting Proposals</i>	<i>(about 4 weeks)</i>
<i>Distributing Application Packet to Members</i>	<i>(about 6 work days later)</i>
<i>Holding Initial Discussion of Applications</i>	
<i>Hearing Presentations</i>	
<i>Rating Applications</i>	<i>(about 2 days later)</i>
<i>Making Funding Recommendations</i>	
<i>Completing Funding Agreements</i>	
<i>Evaluating the Program</i>	
<i>Distributing Council Packet</i>	
<i>Council Action on the Resolution</i>	
<i>HAND Technical Assistance Meeting</i>	

Packet: Calendar for March through June, 2005.

Funding Agreements and Their Implementation - We require agencies to execute a Funding Agreement with the City in order to assure proper use of the funds. The Agreement describes the purpose of the funds and sets a time frame for spending the monies (which can be extended by the Director of the HAND department, whose staff is responsible for monitoring the agreement). The Agreement also requires agencies to repay the funds if the money is not used in accordance with the agreement. The HAND department implements these agreements on the part of the City either by reviewing claims submitted by agencies and reimbursing those agencies or authorizing payment directly to vendors.

Packet: Copy of current Funding Agreement

Issues: These agreements generally require agencies to claim funds before the end of the year or seek an extension from the Director of the HAND department. There have been exceptions where agencies were given longer to use the funds. Even in those cases, however, the time limit rarely extended after the next funding decisions had been made. How much time should agencies have to claim the funds?

Issue: Shall the Chair of the Committee continue to have authority to interpret questions regarding the implementation of the funding agreements?

Evaluation of Program: Last year the Committee met in June in order to review the process and to prepare for this year. As a result of that meeting, the Council Office sent out a survey last June in order to learn what applicants thought of our process.

Issue: How would you propose we obtain agency feedback on this program?

Coordination with Other Funding Sources – For the past few years the Administration and Council and others have taken various steps to coordinate the funding of social services programs.

Issue: Are there any steps the Committee would want to take this year?

Agenda
Jack Hopkins Social Services Funding Committee
4:00 p.m. on Monday, February 21st, 2005
Common Council Library - Room 110, Showers Center, 401 North Morton

- 1. Introduction of Committee Members
 - a. Common Council
 - Chris Gaal, Tim Mayer, David Rollo, Andy Ruff & David Sabbagh
 - b. Representatives from Other City Entities
 - Consider Letter from Community and Family Resources Commissioners
 - c. Election of Chair
 - d. Authorize the Council Office to act as Secretary for the Committee
- 2. History of Funding (\$125,000 available this year)
- 3. Report on 2004 Grants (Marilyn Patterson, Program Manager, HAND)
- 4. Review Responses to Survey of Applicant Agencies
- 5. Consider Social Services Funding Process
 - a. Criteria - Review of Policy Statement
 - b. Soliciting, Assisting & Submitting Applications
 - c. Reviewing Applications (in Packet of Proposals), Hearing Presentations, Making Recommendations
 - d. Proposed Schedule/Dates for: *(proposal(s) forthcoming)*

<i>Action or Event</i>	<i>Proposed Date, Time, and Place</i>
<i>Staff Distributes Announcements & Invitations</i>	<i>___ from 4:00 p.m. to 5:30 p.m. in the McCloskey Room of City Hall</i>
<i>Staff Holds a Technical Assistance Meeting</i>	<i>___ at 4:00 p.m. in the Council Office - Deadline for Submitting Applications</i>
<i>Deadline for Agencies to Submit Proposals</i>	
<i>Staff Distributes Application Packet to Members</i>	
<i>Committee Holds Initial Discussion of Applications</i>	<i>_____ at 5:30 p.m. in the Hooker Room of City Hall</i>
<i>Invited Agencies Make Presentations to the Committee</i>	<i>_____ at 5:30 p.m. in the Council Chambers</i>
<i>Committee Members Rate Applications</i>	
<i>Committee Recommends Allocation of Funds</i>	<i>_____ at 5:30 p.m. in the Council Chambers. (Agencies required to attend).</i>
<i>Agencies Confirm Terms of Funding Agreements</i>	
<i>Committee Evaluates the Program</i>	
<i>Staff distributes Council Packet with Resolution</i>	
<i>Council Acts on the Resolution</i>	
<i>HAND Holds Technical Assistance Meeting</i>	

- e. Funding Agreements
- 6. Other Business or Comments
- 7. Adjournment

Letter from Walt Keller signed by CFR Commission Members

To the City of Bloomington Council members,

October 28, 2004

First, I would like to express to you how much I appreciate living in a city which has a Jack Hopkins Social Service Fund. I would also like to express my pleasure at serving on such a Committee. In addition to the ground work done, I appreciated the civility and goodwill shown by all. The process was efficient, effective, and a pleasure to be a part of.

I do have four thoughts, as a member that I think would enhance the process.

1. We basically agreed to give priority to basic services and the applicants did not know this prior to the process. Either we should reconsider such priority setting, or let the applicants know ahead of time.
2. The quick vote for full funding of the top listed programs did not allow for discussion and deliberation of a group of requests at lower levels of priority as the money ran out before we got there. We asked each of the agency representatives to prioritize their items requested. This could have allowed us to partially fund some programs without with undue harm to high priority requests. We would then still have money left for partial funding of more programs.
3. The Community and Family Resources Commission (CFRC) potential influence on our deliberations was limited this year because we only had one representative. While we respect and agree with the Council's desire to honor and continue to gain the wisdom of Dr. Anthony Pizzo by giving him one of the seats on this Committee, CFRC is requesting to once again have two representatives on the Committee.
4. As I said, I am proud to live in a city which has social service funding as part of its line budget. On the other hand, in the face of in excess of \$300,000 requests for \$100,000 available, it is difficult to put a dent in the need. While Mayor Mark Kruzan has proposed an increase to \$130,000, this still leaves over half of the requests unfunded. With federal and state resources reduced, we should increase the funding available to at least \$200,000, if at all possible.

Thanks for allowing me to be a part of the process and for your attention to these items. The Community and Family Resources Commission has reviewed this memo and voted to endorse it.

Sincerely,

Walt Keller- Jack Hopkins committee member

Jenn Marcum- Chair of CFR Commission

Jack Harlow- Commission member

Ken Heller- Commission member

Fran Moore- Commission member

Damon Sims- Commission member

John Zody- Commission member

History of Fund Allocations from 1993

and

Res 04-12

JACK HOPKIN'S SOCIAL SERVICES FUNDING PROGRAM
HISTORY OF FUNDS

Year	Recipient	Purpose	Amount
1993	Resolution 93 - 17		
	Public Health Nursing Assn.	New facility construction	\$90,000
		Total Year Award	\$90,000
1994	Resolution 94 - 20		
	Middle Way House	Women's and children's transitional facility	\$35,000
	Rhino's All Ages Club	Larger facility for adolescents' activities	\$5,000
		Total Year Award	\$40,000
1995	Resolution 95 - 15		
	Big Brothers / Big Sisters	Office Renovation	\$4,800
	Community Kitchen	Used vehicle to serve meals	\$9,000
	Girls, Inc.	Interior Construction	\$21,700
	Rhino's All Ages Club	Pilot outreach program	\$4,500
		Total Year Award	\$40,000
1996	Resolution 96 - 13		
	Boy's and Girl's Club	Central Air Conditioning	\$3,000
	Dental Care Clinic	Dental Equipment	\$1,450
	Girls, Inc.	Van Purchase	\$10,000
	Head Start	Building and Program Materials; insurance	\$4,400
	Hoosier Hills Food Bank	Refrigerated truck	\$3,800
	Middle Way House	Child care facility	\$17,350
	Shelter, Inc.	Housing for homeless	\$10,000
		Total Year Award	\$50,000
1997	Resolution 97 - 05		
	Community Kitchen	Transport containers to provide meals to at risk youth in after school programs	\$1,300
	Hoosier Hills Food Bank	Equipment for Food Repackaging Room for meal rescue program	\$9,200
	MCUM	Addition and renovation of child care facility	\$51,000
	Options for Better Living	Upgrading phone and voice mail system	\$13,500
	Stone Belt Center	Primary network server for computer system	\$15,000
		Total Year Award	\$90,000

1998**Resolution 98 - 13**

Boy's & Girl's Club	Renovate and equip facility for a teen center and learning center	\$23,000
Community Kitchen	Purchase upright commercial oven, mobile sheet pan rack, and mats for kitchen floor	\$4,675
Evergreen Institute	Predevelopment costs for senior housing facility; any reimbursements to be applied to purchase of the property	\$17,000
Girls, Inc.	Purchase equipment to implement Operation SMART	\$6,500
Housing Authority	Insulate 8 buildings and purchase hand held carbon monoxide detector	\$5,000
MCUM	Renovate existing building to meet new building code	\$9,925
Options for Better Living	Repair 1991 Club Wagon for client purpose	\$3,000
Rhino's Youth Center	Operate Graffiti Clean-Up; salaries, operating costs	\$10,900
Shelter, Inc.	Renovate Campbell House for child care home; toys, furnishings, equipment	\$10,000
Total Year Award		\$90,000

1999**Resolution 99 - 18**

Amethyst House	New Van	\$10,000
Community Kitchen	Ice machine and freezer	\$4,650
Dental Day Care	Dental chairs and equipment	\$17,144
Evergreen Institute	Residence construction for elderly	\$8,208
Housing Authority	Roof replacements	\$9,300
Head Start	Classroom equipment	\$10,125
Hoosier Hills Food Bank	Cooler and condensing unit	\$14,394
MCUM	Equipment for food area	\$11,850
Mother Hubbard's Cupboard	Refrigeration unit	\$1,029
Planned Parenthood	Exam table for handicapped	\$5,000
Shelter, Inc.	Training (conference) for new program	\$4,300
Stone Belt	Industrial sewing machines	\$4,000
Total Year Award		\$100,000

**June
2000****Resolution 00 - 18**

Abilities Unlimited	Equipment for loan to persons with disabilities	\$3,498
Center for Behavior Health	Floor covering for facility	\$7,000
Citizens' Advocacy Coalition	Training and printed materials for a one-to-one advocacy program for persons with disabilities	\$1,500

Community Kitchen	Eight dining tables	\$2,460
Housing Authority	Outdoor lighting at two facilities	\$7,045
Dental Care Clinic	To acquire used equipment	\$7,000
Family Solutions	To buy audio/visual equipment and software for parenting library	\$714
Girls', Inc.	For supplies and equipment for summer camp program and two car infant seats	\$2,303
Hoosier Hills Food Bank	One low-lift pallet truck and three sets of racking	\$4,549
Middle Way House	To construct addition onto their shelter	\$10,000
Middle Way House	To buy and install security devices for two facilities	\$2,426
Options for a Better Living	To buy materials, computer, and furniture for resource library for persons with disabilities	\$5,000
Stone Belt Arc, Inc.	For equipment and software for "compuplay" facility for children with disabilities	\$11,500
Total Award for June 2000		\$64,995

Oct - 2000	Resolution 00 - 25		
	Abilities Unlimited	To purchase loaner equipment for persons with disabilities	\$3,000
	American Red Cross	To convert a van to a mobile supply vehicle for disaster relief	\$1,600
	Amethyst House	Rebuild foundation of Womens' facilities	\$7,500
	Bloomington Hospital - Home Health Services	Implement a pilot healthcare program for local inmates after release from jail	\$3,000
	Big Brothers / Big Sisters & Boy's and Girl's Club	To expand hours and activities for children at their Crestmont Site	\$9,500
	Family Services - CASA	Hire staff for tracking services and measuring outcomes	\$3,200
	Girls', Inc.	For the Friendly PEERsuasion Program	\$2,500
	Girls', Inc. - Reading Renegades	For books, refreshments, and misc. equipment for after school reading program	\$620
	Middle Way House	To buy an Industrial Grade document scanner for Confidential Document Destruction Program	\$3,210.95
	Mother Hubbard's Cupboard	To establish a new southside food pantry in concert with the Community Kitchen and the Perry Township Trustees	\$9,000
	Rhino's Youth Center	To construct a radio studio at center	\$2,000
	Total Awards for October 2000		\$45,130.95

2001**Resolution 01-08**

American Red Cross (Monroe County Chapter)	To purchase tables and chairs for community classroom	\$5,100
Big Brothers Big Sisters of Monroe County, Inc.	To purchase and install windows and doors for its facility	\$8,779
Bloomington Housing Authority	To purchase and install outdoor lighting for Walnut Woods complex	\$6,502
Center for Behavioral Health	To purchase counseling software for children	\$1,639
Community Kitchen of Monroe County, Inc.	To purchase equipment for second food preparation and distribution site	\$10,721
Hoosier Hills Food Bank	To purchase food for city residents	\$3,000
Middle Way House, Inc.	To support pilot childcare nutrition program/enterprise by paying salaries of cook	\$23,885
Monroe County United Ministries	To pay rent and utilities for city residents at risk of being dislocated	\$32,884
My Sister's Closet of Monroe County	To purchase display, tagging, and laundry equipment for clothing donation program	\$1,130
Options for Better Living	To purchase CPR training equipment to train staff	\$4,966
Planned Parenthood	To purchase equipment to test for anemia	\$1,394

Total Awards for June, 2001 \$100,000

2002**Resolution 02-16**

Amethyst House, Inc.	To help rebuild and expand the men's facility by restoring the historic façade.	\$20,000
Area 10 Agency on Aging	To purchase equipment for the Food Pantry at the Girls, Inc. site	\$1,475
Big Brother Big Sisters of Monroe County	To purchase computer equipment for recruitment and training initiative	\$3,623
Bloomington Area Arts Council/ JWAC	To purchase a raku kiln and other equipment for the art education program.	\$2,895
Center for Behavioral Health (Children's Services)	To purchase equipment and fund 4 programs serving children and their parents	\$3,952
Community Kitchen of Monroe County, Inc.	To purchase a copy machine shared with Shelter, Inc. and aprons, and hairnets	\$3,639
Girls Incorporated	To pay for the salary of the director of the after-school and summer youth programs.	\$15,000
Girls Scouts of Tulip Trace Council	To purchase 2 learning modules for the agency's Family Life Education Program.	\$2,148
Indiana Legal Services, Inc.	To pay for the salary of an attorney as well as printing and publication expenses related to the new Housing Law Center.	\$20,000
Mental Health Association in Monroe County	To start-up five new support groups and to publish an updated version of the directory of mental health services.	\$10,192

Mother Hubbard's Cupboard, Inc.	To fund a new nutrition education program	\$5,000
Options for Better Living	To purchase materials for a program between Options and Center for Behavioral Health to address persons with dual diagnosis	\$5,000
Planned Parenthood	To purchase an autoclave for the purpose of sterilizing instruments.	\$1,495
Rhino's Youth Center	To purchase audio and video editing equipment for after-school programming.	\$8,264
Shelter, Inc.	To purchase new appliances for Campbell House	\$2,317
South Central Community Action Program, Inc.	To establish a revolving loan program for auto repairs of clients	\$5,000
Total Awards for June, 2002		\$110,000

2003

Resolution 03-09

Amethyst House, Inc.	To purchase and install a stairway elevator at Men's House facility	\$4,521
Area 10 Agency on Aging	To pay for 50% of the annual wage for the Food Pantry/Emergency Food VISTA	\$4,614
Big Brothers Big Sisters	To pay for Program Manager and program expenses for Girl's Inc.'s Teen Outreach LEAP Program	\$11,904
Bloomington Area Arts Council	To pay for at least 50 scholarships for at-risk low-income city youth to participate in John Waldron Education Program	\$4,250
Boys & Girls Club	Job Development Specialist for TEENS supreme Career Prep Program	\$25,000
Citizens Advocacy	Preparation and distribution of a quarterly newsletter for Citizens Advocacy Program	\$3,000
Community Kitchen	Replace fire suppression system, loading dock, and 60 chairs for the S. Rogers site	\$10,104
Family Services Association	Purchase laptop computer, LCD projector, and carrying cases to promote activities, train	\$3,000
Middle Way House, Inc.	Purchase thermal carriers; pots, pans, and food trays; and, dishwasher proof dishes and flatware in order to extend program to Area 10 Agency on Aging	\$4,100
MCUM	Subsidize childcare costs for low-income households within the City	\$20,000
Options for Better Living	Pay for materials for its resource library and speaker fees related to the Family Partnership	\$1,725
People & Animal Learning Services, Inc. (PALS)	Purchase and install tow hydraulic mounting lifts to be used for and owned by the PALS therapeutic riding program	\$3,400
Planned Parenthood	Purchase four computers for its 421 South College facility	\$3,600

Shalom Community Center	Pay for six phone sets and install three new phone lines at its 219 East 4 th Street facility	\$1,900
South Central Community Action Program	Pay for the development of computer software	\$6,292
Templeton Elementary School	Pay for food and supplies for its Kinder Camp summer program to serve children entering kindergarten or the first grade	\$2,580

Total Awards for June, 2003: \$110,000

2004 Resolution 04-12

<i>Big Brothers Big Sisters</i>	<i>Purchase a server, related equipment, and software to implement Phase I of its long range service plan</i>	<i>\$4,500</i>
<i>Boys & Girls Club</i>	<i>Pay for salaries, transportation, and other operating costs related to the No Kid Left Behind Program</i>	<i>\$8,000</i>
<i>Citizens Advocacy</i>	<i>Pay to print 4,000 brochures, fact sheets, and handouts, as well as approximately 500 informational guides to help recruit advocates</i>	<i>\$1,180</i>
<i>Community Kitchen</i>	<i>Replacing a door and dishwashing machine, purchase a garbage disposal and kitchen grade metal shelving</i>	<i>\$7,780</i>
<i>El Centro Comunal Latino</i>	<i>Purchase software, office equipment, and furniture for a central office & meeting space</i>	<i>\$1,500</i>
<i>Girls Incorporated</i>	<i>Pay a portion of the cost of one used bus</i>	<i>\$10,000</i>
<i>Hoosier Hills Food Bank</i>	<i>Pay for renovations to the facility</i>	<i>\$13,294</i>
<i>Martha's House</i>	<i>Pay for salaries and operational costs needed to operate 28-bed emergency shelter & facilitate a new self-sufficiency & outreach program</i>	<i>\$17,823</i>
<i>Mental Health Assoc/Family Services Association</i>	<i>Pay for computer equipment and a portion of salaries for a Jail Diversion Specialist – to find other means for handling non-violent, mentally ill offenders</i>	<i>\$10,000</i>
<i>Middle Way House, Inc.</i>	<i>Pay a portion of salary and benefits for a Housing Specialist who will develop a cooperative housing program & facility for low-income women</i>	<i>\$7,500</i>
<i>Monroe County United Ministries</i>	<i>To subsidize child care services for low-income city residents primarily during the summer months</i>	<i>\$15,000</i>
<i>Planned Parenthood</i>	<i>To purchase 6 sets of cervical biopsy equipment</i>	<i>\$2,923</i>
<i>Rhino's Youth Services</i>	<i>To purchase 4 portable 250 GB hard drives, a multi-media PC with monitor, and other equipment</i>	<i>\$5,000</i>
<i>Shalom Community Center</i>	<i>To pay for a part-time Food Service Coordinator to expand its breakfast & lunch program as well as train & provide work experience</i>	<i>\$5,500</i>

Total Awards for June, 2004 \$110,000

RESOLUTION 04-12

AUTHORIZING THE ALLOCATION OF THE JACK HOPKINS SOCIAL SERVICES PROGRAM FUNDS FOR THE YEAR 2004 AND OTHER RELATED MATTERS

- WHEREAS, the Common Council established the Social Services Funding Committee (Committee) in 1993 to make recommendations to the entire Common Council regarding the allocation of discretionary social services funds and, in 2002, named the program in the honor of Jack Hopkins, who was instrumental as a council member in the establishment of this funding program; and
- WHEREAS, according to Resolution 02-16, the Committee serves as a standing committee of the Council with five members appointed by the President of the Council from within the Council and with as many as two members added by the Committee from other city entities; and
- WHEREAS, this year the Committee includes council members Chris Gaal, Tim Mayer, Dave Rollo, Andy Ruff, and David Sabbagh, along with Community and Family Resource Commission member Walt Keller and Community Development Block Grant Citizen Advisory Committee member, Tony Pizzo; and
- WHEREAS, the Committee held a preliminary meeting on March 10th to establish the program procedures for the year; and
- WHEREAS, at that time, the Committee approved a Policy Statement, which set forth and elaborated upon the following criteria for making their recommendations:
1. The program should address a previously identified priority for social services funds (as indicated in the SCAN or another community-wide survey of social service needs); and
 2. The funds should provide a one-time investment that, through matching funds or other fiscal leveraging, makes a significant contribution to the program; and
 3. This investment in the program should lead to broad and long lasting benefits to the community; and
- WHEREAS, by the deadline at 4:00 p.m. on April 19th, 2004, twenty-nine agencies had submitted applications; and
- WHEREAS, on May 11th, 2004 the committee members met to discuss the applications and decided that twenty-one agencies should make a presentations to the Committee on May 17th; and
- WHEREAS, in the days following the presentations, the members of the Committee rated those twenty-one applications on a scale of 0 to 5; and
- WHEREAS, on May 24th, 2004 the Committee recommended funding fourteen agency programs; and
- WHEREAS, the fourteen agencies receiving funds understand the terms of the funding agreements, which have been prepared for each grant and agree to abide by the terms of those agreements; and
- WHEREAS, the staff of the HAND department will arrange for the disbursement of the grant funds pursuant to the funding agreements, which will be interpreted by the Chair of the Committee; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION 1. The Common Council now allocates one hundred and ten thousand dollars (\$110,000) set aside for social services funds in 2004 to the following agencies for the following amounts and in accordance with the funding agreements approved in Section 2:

<u>Name of Agency</u>	<u>Amount</u>	<u>Purpose of Grant</u>
Big Brothers Big Sisters of South Central Indiana	\$4,500	To purchase a server, related equipment, and software to implement Phase I of its long range service plan.
Boys and Girls Club of Bloomington	\$8,000	To pay for salaries, transportation, and other operating costs related to the No Kid Left Behind program.
Citizen Advocacy of South-Central Indiana, Inc.	\$1,180	To print approximately 4,000 brochures, fact sheets, and handouts, as well as approximately 500 informational guides to help recruit advocates for persons with disabilities.
Community Kitchen of Monroe County, Inc.	\$7,780	To pay for replacing a door and dishwashing machine at the South Rogers Facility, purchasing a garbage disposal for the West 11th Facility, and purchasing kitchen-grade metal shelving for the South Walnut storage facility.
El Centro Comunal Latino, Inc.	\$1,500	To pay for software, office equipment, and furniture for a central office and meeting space.
Girls Incorporated of Monroe County	\$10,000	To pay a portion of the cost of 1 used, 30-passenger bus that will serve children at this and other agencies.
Hoosier Hills Food Bank, Inc.	\$13,294	To pay for renovations to the warehouse and to purchase equipment. The renovations will improve the lighting, provide air conditioning, add screens to garage door openings, add fascia, install a drinking fountain, repair asphalt, and seal dock space. The equipment includes a used forklift and a new battery for a special shelving device (known as a "Power Stacker").
Martha's House, Inc.	\$17,823	To pay for salaries and operational costs needed to operate a 28-bed emergency shelter, facilitate a new self-sufficiency program, and reach out to the homeless who have not sought shelter.
Mental Health Alliance/Family Service Association of Monroe County (FSA)	\$10,000	To pay for computer equipment and a portion of salaries and benefits for a Jail Diversion Specialist, who will help find other means for handling non-violent, mentally ill, incarcerated offenders.
Middle Way House, Inc.	\$7,500	To pay a portion of the salary and benefits for a Housing Specialist who will develop a cooperative housing program and facility for low-income women.

Monroe County United Ministries, Inc.	\$15,000	To subsidize child care services for low-income city residents primarily during the summer months.
Planned Parenthood of Greater Indiana, Inc.	\$2,923	To purchase 6 sets of cervical biopsy equipment to be used for the diagnosis and treatment of abnormal cervical conditions. This equipment includes biopsy punch forceps, endocervical biopsy curettes with basket, and Singley forceps.
Rhino's Youth Center	\$5,000	To purchase 4 portable 250 GB hard drives, a multi-media PC with monitor, and other equipment for its after school program.
Shalom Community Center, Inc.	\$5,500	To pay for a part-time Food Service Coordinator to expand its breakfast and lunch program as well as train and provide work experience for low-income clients.

SECTION 2. The Council approves the funding agreements for these allocations, copies of which are kept in the Council Office and HAND department files, and directs the Office of the Controller to issue checks in the ordinary course of business to the agency once the staff of the Housing and Neighborhood Development Department submit a copy of the signed agreement and the appropriate purchase orders.

SECTION 3. The Council authorizes the Chair of the Social Services Funding Committee to resolve any questions regarding the implementation of the funding agreements.

SECTION 4. The Council approves the Report of this Standing Committee which is comprised of the relevant portions of the packet memo and the related packet materials.

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2004.

MIKE DIEKHOF, President
Bloomington Common Council

SIGNED and APPROVED by me upon this _____ day of _____, 2004.

MARK KRUZAN, Mayor
City of Bloomington

ATTEST:

REGINA MOORE, Clerk
City of Bloomington

SYNOPSIS

This resolution follows the recommendations of the Jack Hopkins Social Services Funding Committee of the Common Council (Committee). It allocates the \$110,000 of 2004 social services funds to 14 agency programs, approves the funding agreements with these agencies, accepts the report of the Committee, and authorizes the chair of the Committee to resolve any questions regarding the interpretation of the agreements.

Survey

To: SSF Committee Members

From: Rachel Atz

8 out of 30 agencies replied to the 2004 SSF survey. Agency response forms are on file in the Common Council Office.

Criteria

Criteria – There are three criteria for funding which are intended to fund services that address well-documented, critical unmet needs while encouraging innovation and being available for changing needs in the community. Those three criteria are:

- * The program should address a previously identified priority for social services funds (as indicated in the SCAN or other community-wide survey of social services needs);
- * The funds should provide a one-time investment that, through matching funds or other fiscal leveraging, make a significant contribution to the program; and
- * This investment should lead to broad and long-lasting benefits to the community.

1. These criteria and the program policy statement provide clear guidance on funding decisions?

Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
4	3	1		

2. The committee consistently applies the criteria when making its recommendations.

Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
2	1	3	2	

3. My agency sought funds for:

2	Salaries or operational expenses
6	Equipment
	Capital improvements

4. The one-time funding requirement distinguishes this funding source from other local funding sources and provides a useful niche for social services funding requests.

Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
3	3	1	1	

5. The one-time funding requirement helps your agency carry out its mission.

Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
5	1		2	

6. These criteria as a whole help your agency carry out its mission.

Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
4	2	2		

7. Comments on the Criteria and How They are Applied:

- It's a little unrealistic to expect a one-time investment to lead to broad & long lasting benefits.
- It seems that the one-time investment criteria is not upheld. Some agencies apply for operating expenses and have been funded for several years in a row. It doesn't seem to meet the definition of one-time funding OR bridge funding.
- My project specifically addresses a priority addressed in the most recent SCAN. It seems like the committee was not actually familiar with the scan report and make decisions based on their own priorities.
- There is also a statement regarding bridge funding for operation support to carry on when a significant source of funds has been lost as a short-term solution. No reference to that is included here and thus no opportunity for agencies to comment on it.
- It seems that the one-time funding requirement in the previously identified criteria by a loyalty to repeatedly fund the same organizations. From the way the grant notice was written it seemed that requests for salaries, operational expenses, and capital improvements were ineligible. This ended up not being the case---to our dismay. Also Not clear if all three criteria are mutually exclusive.
- The Jack Hopkin's social service grant provides a unique opportunity for an agency to receive funding for unplanned equipment needs, seed money to get a program off the ground, or other services that might otherwise not be implemented.

Schedule and Reimbursement Procedures

Funding Cycle

This program usually begins with solicitations in March and April, funding deliberations in May, and Council action in June. Agencies then, typically, have the remainder of the year to seek reimbursement of funds under the grant.

8. It would benefit your agency for the funding cycle to begin earlier in the year.

Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
1		4	3	

9. Is there an optimum time of year for your agency to seek and receive these funds?

Comment:

- Timing is fine
- Current schedule is very workable
- Solicit in Dec-Jan. Funding deliberations in Feb. Council Action in March. Agencies would have the remainder of the year to seek reimbursement, not one or two months written into the contract. Don't know why contracts were written with less than rest of the year limits.
- This timeline worked for us.

Reimbursement

The funds under these grants are only released after the agency has provided proof of the expenditure or obligation to pay. This method of payment provides prompt verification of compliance with the funding agreement and is consistent with the method used by other City social services programs.

10. The reimbursement requirement does not put undue obstacles in the way of the agency fulfilling its mission.

Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
1	5	1	1	

11. Comments on the reimbursement Requirement and the Monitoring of Agreements.

- Depends on the agency and whether or not they have the cash flow.
- Reimbursement process and monitoring are fine.
- It is well-organized and simple. Kudos!
- The reimbursement process definitely makes an agency accountable to expenditures, which I appreciate, but it may put untoward pressure on an agency that does not have readily available funds or sufficient cash revenues.

Solicitation and Application Procedures

12. I learned about this funding program via:

5	Solicitation letter from the Council Office
2	Community Service Newsletter
2	E-Mail from United Way
2	E-Mail from Community and Family Resources Department
1	The Herald-Times or other news media
2	Another Source

**Please Note: Several agencies learned of the program through multiple sources.*

13. Do you have a suggestion about how this program could best reach agencies with programs that meet its criteria?

Comment:

- Non-profit alliance e-mail list
- You already cover adequate avenues
- Non-profit alliance (NPA) newsletter

14. The application procedures are simple and convenient.

Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
3	4	1		1

Comment:

- Too many mandatory appearances

15. Did your agency attend the technical assistance meeting?

7	Yes	1	No
---	-----	---	----

16. The technical assistance meeting was helpful.

Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
1	5		1	

17. What were the one or two things that you liked about the application procedure?

Comment

- Simple, straight forward and short
- Technical Meeting & Observing the 1st committee meeting where applications were discussed.
- I feel that the application and the actual hearings are very fair and open.
- The application is easy to complete and enough time is given to do so. The application dates, however, coincide with many other funding applications which makes it a big rush for several organizations who apply for funds from each of these sources.
- Clear deadlines; helpful and open staff
- I appreciate the fact that it is uncomplicated and quick!

18. What were the one or two things that you disliked about the application procedure?

Comment

- That the traditionally funded agencies were fully funded (the prioritization of items asked of them was a ruse).
- After listening to some of the presentations that were funded it appeared that certain agencies received funding that did not meet the criterion or address the needs of many individuals. Some committee members ask great questions but still funded programs that they said lacked potential.
- a. Ask for an abstract statement on the application which will then be used in the contract as does CDBG. It should not be re-written by the council office.
- b. The era and funding environment at the time Jack proposed these criteria are very different from today. Maybe the criteria should be reviewed and "tuned" to reflect these tougher economic times. Do we want to see valued (and necessary) programs close because of lack of funds – while we cling to recommendations made in a different climate?
- Unclear guidelines; somewhat ambiguous purpose

Committee Deliberations

The Committee meets three times before making its recommendations to the Council. At the first meeting the Committee discusses the applications, decides which will be given further consideration, and raises questions for presenters to answer at the next meeting. At the second meeting agencies make short presentations to the Committee and answer questions from its members. And, at the last meeting, the Committee has rated the applications and makes recommendations regarding allocations.

19. The committee treated agencies in a fair and even-handed manner.

Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
2	2	2	2	

20. The proceedings provided a positive environment for social service agencies to promote their mission.

Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
3	3	1	1	

21. The Committee made well-informed decisions.

Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
3	2	1	2	

22. Did your agency receive 2004 Social Services Funds?

4	Yes	4	No
---	-----	---	----

23. The funds my social services agency received will be sufficient to implement the proposed request.

Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
1	3			

24. What were the one or two things that you liked about the deliberations?

Comment

- Liked getting questions in advance of presentation
- Transparent
- I truly appreciate the time and effort the committee members put in and I am sure the decisions are difficult with the limited amount of funding. The transparency is great.
- I liked that the first meeting was open so we could hear their thoughts and thus improve our presentations
- They were thorough, respectful, and inquiry-driven.

- I liked having the opportunity to be available to respond to questions.
- The timed sessions were paneled by an attentive group of judges.

25. What were the one or two things that you disliked about the deliberations?

Comment

- Seems like capital expenditures (van, dishwashers, cameras) while impt, could be met through corporate or individual donations. Socials Services money directed at innovative programs/seed \$ to meet emerging community needs would better meet the stated criteria and Jack Hopkins' vision for this money.
- Biased towards well-known agencies
- Not getting funded is frustrating but I certainly understand the great need across the county and the limited amount of funding.
- Let agencies make presentations in the order that the applications were received.
- Lack of balance (diversity) on the committee & apparent loyalty to traditionally-funded agencies, even when proposal did not rank high on priority scale, as stated by criteria. Not that this in itself is inappropriate, but that if this is going to drive some of the decisions, it should be included in the criteria.
- I disliked having to wait through the "other" business but only because I have a seven year old daughter I like to be at home at night to read, feed, and put her to bed. ☺
- Five minutes was not long enough to present and it was disconcerting to speak with a countdown going on at the same time. A clock with a buzzer that the presenter could see would be better.

26. What changes do you think would improve the process?

Comment

- More money – based on the number of requests, it's clear need is real and huge.
- Ratings should be done immediately after the grant proposals are read, so that the ratings are based on the proposal and not what committee members think they know about an organization.
- I need to be able to tell my agency story to the committee members throughout the year to keep them up to date with the issues we are dealing with. This is, of course, my responsibility not the committees.
- Recognition that bridge funding is an acceptable and valid criteria for Jack Hopkin's Funds, the council seems to agree with this more than the council office.
- Larger Fund ☺ !!! Diversity on the committee. Complete list of criteria.
- We would make the presentations longer (without the countdown).

Please save this document and return it as an attachment to the following e-mail address: atzr@bloomington.in.gov

**Criteria – 1993 Letter Outlining Criteria
and
Elaboration of Policies and Criteria**



Office of the Common Council

16 February, 1993

To: Council Members
From: Jack Hopkins

Subject: Social Services Funding

Most of us have discussed the question of social services funding, either in the Social Services Committee (which has met twice) or individually. I would like to summarize the discussions of the committee so far, in order that we may act soon to take final action on the matter.

The committee reached a consensus on the following criteria to be used for choosing appropriate programs for funding in the 1993 budget year:

1. The focus should be on previously identified priority areas.
2. Programs or projects should be such that a one-time investment will make a substantial difference.
3. Priority should be given to projects or programs where investments now will have a positive long-term spillover effect (such as reduced susceptibility to other diseases, decreased absences from school, reducing lost time for sick child care, etc.)
4. Capital should be leveraged wherever possible by watching from other sources.

The Social Services committee concluded that the Community Heath Program meets all these criteria. Appropriation of the available 1993 social services funds for the Public Heath Nursing Association would enable the PHNA to carry out a drive for complete immunization of all children in Bloomington and Monroe County and enable the consolidation of three separate locations into one building, which would save substantial funds in the process. The possibility of leveraging the investment through Community Foundation's Lilly Endowment grant is being pursued. In addition, a substantial additional appropriation from Monroe County makes the Bloomington investment particularly timely and effective.

I would appreciate your comments before any final action is taken to introduce an appropriation ordinance for this purpose.



**City of Bloomington
Office of the Common Council**

Jack Hopkins Social Services Funding Program

**Elaboration of the
Three Criteria for Evaluating and Awarding Grants
And
Other Policies**

Elaboration of Three Funding Criteria

In 1993 Jack Hopkins wrote a letter to the Committee outlining a set of criteria for the use of these social services funds. Aside from referring to a more recent community-wide survey, those criteria have served as the basis for allocating the funds ever since. The following is an elaboration of that policy approved by the Committee.

- 1. The program should address a previously identified priority for social services funds (as indicated in the SCAN - Service Community Assessment of Needs - or other community-wide survey of social service needs);**

“priority for social services funds”

The Common Council has used these funds for programs that provide food, housing, healthcare, childcare or youth services, or advocacy and specialized services to city residents who are, at least in part, of low and moderate income, affected with a disability, or elderly.

- 2. The funds should provide a one-time investment that, through matching funds or other fiscal leveraging, make a significant contribution to the program; and**

a. “one-time Investment”

This restriction is intended to encourage innovative projects and to allow the funds to address changing circumstances. For those reasons, it discourages agencies from relying on these funds from year to year and from using these funds to cover on-going costs, particularly those relating to personnel.

Operational Costs

Such costs are not generally considered a “one time investment,” but will be eligible for funding in two circumstances: first, when an agency is proposing a pilot project and demonstrates a well developed plan for funding in future years which is independent of this funding source; or second, when an agency demonstrates that an existing program has suffered a significant loss of funding and requires “bridge” funds in order to continue for the current year.

Renovation versus Maintenance

Costs associated with the renovation of a facility are an appropriate use of these funds, while the costs associated with the maintenance of a facility are considered part of the operational costs of the program and, when eligible, will be given low priority. When distinguishing between these two concepts the Committee will consider such factors as whether this use of funds will result in an expansion of services or whether the need was the result unforeseen circumstances.

Conferences and Travel

Costs associated with travel or attending a conference will generally be considered as an operating cost which, when eligible, will be given low priority.

Computer Equipment

Generally the costs associated with the purchase, installation, and maintenance of personal computers and related equipment will be considered an operational cost and, when eligible, be given low priority. However, the costs associated with system-wide improvements for information and communication technologies, or for specialized equipment may be considered a one-time investment.

b. “through matching funds or other fiscal leveraging, make a significant contribution to the program”

In the words of Jack Hopkins, who originally proposed these criteria, investments “should be leveraged wherever possible by matching from other sources.” Agencies may demonstrate such leveraging by using matching funds, working in partnership with other agencies, or other means.

Applications from City Agencies and Other Property Tax Based Entities

Over the years the Council has not funded applications submitted by city departments. This appears to be based on the theory that the departments have other, more appropriate avenues for requesting funds and should not compete against other agencies, which do not have the benefit city resources at their disposal. And, while never clearly stating they were ineligible, the Council has also not generally funded applications from agencies whose primary revenues derive from property taxes.

3. This investment in the program should lead to broad and long lasting benefits to the community.

“broad and long lasting benefits to the community”

Again, in the words of Jack Hopkins, “priority should be given to projects or programs where investments now will have a positive, long-term spillover effect (such as reduced susceptibility to ...diseases, decreased absences from school, reducing lost time (from work) .., etc).

Funding of Events and Celebrations Discouraged

Historically the Council has not funded applications for events or celebrations. It appears that this is based upon the conclusion that these occasions do not engender the broad and long-lasting effects required by this third criterion.

Explanation of Other Policies

One application per agency

Each agency is limited to one application. This policy is intended to: 1) spread these funds among more agencies; 2) assure the suitability and quality of applications by having the agency focus and gamble on one application at a time; and 3) lower the administrative burden by reducing the number of applications of marginal value. Given the benefits flowing from cooperative efforts among agencies, applications that are the product of the efforts of more than one agency will be attributed only to the agency that signs and presents it to the Committee.

\$1,000 Minimum Dollar Amount for Request

This is a competitive funding program involving many hours on the part of staff and the committee members deliberating upon and monitoring proposals. The \$1,000 minimum amount was chosen as a good balance between the work expended and the benefits gained from awarding these small grants.

Funding Agreement – Reimbursement of Funds – Expenditure Before End-of-the-Year

The Housing and Neighborhood Development (HAND) Department has been monitoring the funding agreements since 2001. In order to be consistent with the practices it employs in monitoring CDBG and other funding programs, the funding agreements provide for a reimbursement of funds. Rather than receiving the funds before performing the work, agencies either perform the work and seek reimbursement, or enter into the obligation and submit a request for the city to pay for it. And, in order to avoid having the City unnecessarily encumber funds, agencies should plan to expend and verify these grants before December of the year the grants were awarded, unless specifically approved in the funding agreement. Please note that funds encumbered from one calendar year to the next cannot be reimbursed by use of the City’s credit cards.

Report of June 2004 Grants (Forthcoming)

**Draft Solicitation Letter
and
Information Sheets**



**City of Bloomington
Office of the Common Council**

_____, 2005

To Directors of Social Services Agencies and Agency Programs Serving City Residents:

The Common Council Social Services Funding Committee Invites Social Services Agencies to Seek One-Time Funding for Programs that Serve City Residents

The Jack Hopkins Social Services Funding Committee of the City of Bloomington Common Council announces that it is accepting applications for use of \$125,000 in local social services funds that will be allocated in the spring of 2004. Since the program began in 1993, the City has provided \$1,030,000 in one-time funding to social services agencies for projects that have made a difference in the lives of city residents in need. Along with many other projects, these funds have helped to: construct the Public Health Nursing facility on East Miller Drive, acquire land for The Rise transitional living facility on South Washington Street, fix a collapsed foundation at the Amethyst House Women's facility, provide equipment to Hoosier Hills Food Bank, and expand Mother Hubbard's Cupboard.

The committee will review applications, select agencies to make presentations, and then make recommendations to the Common Council for the allocation of these funds. This committee consists of five members of the Common Council and two members representing other City entities. The council members are Chris Gaal, Tim Mayer, David Rollo, Andy Ruff, and David Sabbagh. The remaining members are _____ from the Community and Family Resource Commission and _____ from the CDBG Citizen Advisory Committee for Social Services.

Highlights of Letter, Procedures, and Agency Duties (and perhaps changes)

Here are some useful suggestions when reading this material and critical advice if applying for funds:

- Read the Statement of the Criteria and Other Policies (see enclosed sheet),
- Consider attending the Voluntary Technical Assistance Meeting (see schedule on page 2),
- Submit one application per agency by the deadline (late applications will not be reviewed by the Committee) with a minimum request of \$1,000,
- Read the enclosed schedule to determine when:
 - the Committee will review applications, hear Presentations, and make funding recommendations, and
 - the full Council will approve the recommendations and funding agreements,
- Be prepared to enter into a Funding Agreement in a timely manner if recommended for funding, and
- Plan to spend the funds and seek reimbursements in 2005 unless you specifically request more time in the Funding Agreement. (See enclosed Statement).

Criteria for Evaluating and Awarding Grants

Agencies are invited to apply for these funds if they have programs in need of funds that meet the following criteria (which are further explained in an attached policy statement):

- * The program should address a previously identified priority for social services funds (as indicated in the SCAN – Service Community Assessment of Needs - or other community-wide survey of social service needs);
 - * The funds should provide a one-time investment that, through matching funds or other fiscal leveraging, make a significant contribution to the program; and
 - * This investment in the program should lead to broad and long lasting benefits to the community.
-

Form and Content of Applications

If your agency wishes to apply for these funds, please prepare a two-page statement describing the mission of the agency and indicating how much money is being requested, what it would be used for, and how this request meets the above three criteria. Each applicant must complete the attached information sheets, which ask for the name, address, phone and fax number, and e-mail address of the person(s) responsible for preparing and presenting the application, as well as other important program information. Along with the above statement and information sheets, your agency should also provide a simple program budget detailing the use of these funds and a year-end financial statement for the agency. Signed, written estimates should accompany all requests for the funding of capital improvements.

Please note that only one application will be accepted for any one agency and that each application must request at least \$1,000. The Committee encourages cooperative efforts among agencies and, for that reason, applications that are the product of more than one agency will be attributed to the agency that signed the application and presented it to the committee.

Deadline for Applications – No Late Applications Will Be Considered For Funding

In order to be considered for funding, the applications must be delivered no later than 4:00 p.m. on _____, 2005. The Committee has adopted a policy of not hearing applications that are submitted after the deadline. Please file your application with the Council Office at the following address:

**City Hall - Showers Plaza
Council Office, Room 110
401 North Morton Street
Post Office Box 100
Bloomington, IN 47402**

Schedule for Significant Program Events

<u>Action or Event</u>	<u>Proposed Date, Time, and Place</u>
<i>Staff will Distribute Announcements & Invitations</i>	<i>____ from 4:00 p.m. to 5:30 p.m. in the McCloskey Room of City Hall</i>
<i>Staff will Hold a Technical Assistance Meeting</i>	<i>____ at 4:00 p.m. in the Council Office - Deadline for Submitting Applications (must be in the Council Office by that time)</i>
<i>Deadline for Agencies to Submit Proposals</i>	
<i>Staff Distribute Application Packet to Members</i>	
<i>Committee Holds Initial Discussion of Applications</i>	<i>____ at 5:30 p.m. in the Hooker Room of City Hall</i>
<i>Invited Agencies Make Presentations to the Committee</i>	<i>____ at 5:30 p.m. in the Council Chambers</i>
<i>Committee Members Rate Applications</i>	
<i>Committee Recommends Allocation of Funds</i>	<i>____ at 5:30 p.m. in the Council Chambers. (Agencies required to attend).</i>
<i>Agencies Confirm Terms of Funding Agreements</i>	
<i>Committee Evaluates the Program</i>	
<i>Council Acts on the Resolution</i>	
<i>HAND Holds Technical Assistance Meeting</i>	

Assistance with Applications

If you have any questions, please contact any of the above committee members or the Council Office staff at 349-3409. Staff members from the Council Office, the Community and Family Resources department, and Housing and Neighborhood Development department will hold a Technical Assistance Meeting, noted above, where those preparing the applications may obtain help. Although the application process is designed to be a simple and easy one, you may call Marilyn Patterson, Program Manager in the Housing and Neighborhood Development (HAND) Department at 349-3576 or Pete Giordano, Director of Community and Family Resources Department at 349-3430 for assistance in preparing an application.

Sincerely,

_____, Chair

Jack Hopkins Social Services Funding Committee
City of Bloomington Common Council

Elaboration of Criteria (inserted here)

Social Services Funding Application

Agency Contact Sheet

Agency Information:

Agency Name:

Agency Address:

Agency Phone Number:

Agency E-mail address:

Agency Website:

President of Board of Directors –
June 2005:

Name of Person to Present
Application to Committee:

Director Information:

Director of Agency:

Director's Address:

Phone Number:

Director's E-mail Address:

Grant Writer Information:

Application Writer:

Writer's Address:

Phone Number:

Email Address:

Social Services Funding Application

Program Funding Sheet

Agency Information:

Participating Agency Names: _____

Address where program or project
will be facilitated or housed: _____

Name of Project/Program facilitator: _____

Facilitator Contact Information: _____

Program Information:

Title of Program or Project: _____

Total Cost of Project: _____

Requested SSF Amount: _____

Funding Information:

Examples:

Tables

5 tables @ \$12.00 each

Chairs

20 chairs @ \$8.00 each

Copy Machine

\$1,000

List Of Items

Cost of Each Items

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Requested Funding Dates:

Start: _____

Finish: _____

First Discussion of Applications

First-Cut Table, Cover Memo for Application Packet and Summary of Applications

Jack Hopkins Social Services Funding Committee
Draft Action Sheet Potential Conflicts of Interest
For May 11, 2004 SSF Meeting

Proposal from Social Services Agency	Gaal	Keller	Mayer Chair	Pizzo	Rollo	Ruff	Sabbagh	Total
American Red Cross, Monroe Co Chapter								
Area 10 Agency on Aging								
Big Brothers Big Sisters of South Central Indiana								
The Bloomington Beacon Center								
Bloomington Hospitality House								
Bloomington Hospital/ Positive Link								
Bloomington Housing Authority								
Boys and Girls Club of Bloomington								
Citizen Advocacy of South-Central Indiana, Inc.								
Center for Women's Ministries, Inc.								
Citizens for Community Justice, Inc. (CCJ)								
Community Kitchen of Monroe County, Inc.								
El Centro Comunal Latino, Inc.								
Foundation of Monroe County Community Schools								
Girls Incorporated of Monroe County								
Grandview Care, Inc.								
Hoosier Hills Food Bank, Inc.								
Indiana Legal Services, Inc.								
Martha's House, Inc.								
Mental Health Alliance/Family Service Association								
Middle Way House, Inc.								
Monroe County Community School Corp. Adult Education								
Monroe County United Ministries, Inc.								
Options for Better Living, Inc.								
Planned Parenthood of Greater Indiana, Inc. (PPGI)								
Prevent Blindness Indiana								
Rhino's Youth Center								
Shalom Community Center, Inc.								
Stone Belt Arc.								
COI – Potential Conflict of Interest – This notation would indicate that the committee member serves on the board or otherwise has a current significant relationship with that particular agency. So far committee members have indicated the following potential conflicts of interest:								

City of
Bloomington
Indiana

City Hall
401 N. Morton St.
Post Office Box 100
Bloomington, Indiana 47402



Office of the Common Council
(812) 349-3409
Fax: (812) 349-3570
email: council@bloomington.in.gov

To: Jack Hopkins Social Services Funding Committee
From: Council Office
Re: Packet of Social Service Funding Applications
Date: April 28, 2004

29 Applications for Jack Hopkins Social Services Funding Grants With Summary Table Enclosed

We received 29 applications for the Jack Hopkins Social Services Funds by the 4:00 p.m. deadline on April 19th, 2004. This year we have \$110,000 available for grants and these applications requested approximately \$305,000. The applications, a table summarizing them, and a sample action/conflict sheet are included in this packet.

Meeting to on Tuesday, May 11th at 5:30 p.m. in the McCloskey Room to Discuss and Decide What Applications Merit Presentations

The Committee has changed the way it will review the applications this year. For the first time, the Committee will meet before hearing the presentations and use the occasion to share impressions about the applications, raise questions presenters should answer on May 17th, and decide which merit presentations. Committee members should also disclose any conflicts of interest (see below). This would also be a good time to talk about how you will approach the allocation of funds and the information you need from agencies in order to make a well-informed decision.

Conflict of Interests

Please be prepared to disclose any special relationships that you, your spouse, or dependents may have with any of the agencies seeking funds. The term "special relationship" is vague, but is intended to include those relationships that would give the appearance of impropriety if left undisclosed. In the past, members of the committee have disclosed those relationships at the first meeting, declared their intent to participate fairly, objectively and in the public interest given this relationship, and have participated in the relevant votes. The committee may adopt other restrictions on participation at this meeting. Please share your thoughts.

Schedule

- ***Tuesday, May 11th at 5:30 p.m. in the McCloskey Room (Room 135) - Committee Will Meet to Discuss Applications and Decide Which Will be Invited to Make a Presentation***

- ***Monday, May 17th at 5:30 p.m. in the Council Chambers (Room 115)*** - Invited Agencies Will Make Presentations
- ***Wednesday, May 19th at 5:00 p.m.*** – Deadline for Committee Members to Submit Ratings to Council Office
- ***Monday, May 24th 5:30 p.m. in the Council Chambers (Room 115)*** - Committee Will Meet to Make Recommendations (Agencies which made presentations are required to attend). If necessary, the meeting may be continued to ***Tuesday, May 25th at 5:30 p.m.***
- ***Tuesday, June 1st at noon*** – Deadline for Agencies to Confirm Terms of Funding Agreements
- ***Wednesday, June 16th at 7:30 p.m. in the Council Chambers (Room 115)*** – Common Council Will Consider Resolution Approving Recommendations (Agencies receiving grants are required to attend)

Summary of Applications for Council Discretionary Social Services Funds (2004)			
1	Organization	Project	Amount Requested
	American Red Cross - Monroe County Chapter	The American Red Cross is a volunteer, international, humanitarian organization, which helps people prevent, prepare for and respond to emergency situations. The local chapter has worked continuously since 1917. It is the only non-governmental agency given responsibility under federal, state, and local emergency plans. The Red Cross provides all emergency services free of charge and is the national leader in Health & Safety training (CPR, First Aid, etc.).	
	Disaster Services & Safety Upgrade		
	2001 - \$5,100 purchase tables & chairs for community classroom		
	2000 - \$1,600 Mobile supply vehicle for disaster relief	This is a \$3,362 request to purchase a cabinet and health and safety equipment. The cabinet costs \$1,050 and would hold 200, 24" x 36" GIS maps of the county needed to carry out the agency's Disaster Damage Assessment responsibilities. The health and safety equipment costs \$2,312 and includes an intubation trainer, manikins, and other life-safety training devices.	
		Criteria:	
		This one-time investment of \$3,362 will help this community prevent, prepare, and respond to emergencies. Federal, state, and local emergency plans call for the American Red Cross to help out in the case of emergencies and part of this money would purchase a cabinet to keep the maps the agency needs to assess damages in the event of disasters. The agency also provides life-safety classes and this money would purchase training equipment for those classes. In summing up the long-term benefits an old saying does it best - "An ounce of prevention is worth a pound of cure."	
		Request:	
		Steel Map Cabinet	\$1,050
		Larry Intubation Trainer	\$675
		Laerdal Junior Manikins (7 @ \$170)	\$1,190
		Little Joe Manikins (2 @ \$161)	\$322
		Infant Face 6-pack (1 package @ \$45)	\$90
		Little Junior mask coupling (2 @ \$17.50)	\$35
		Contributions:	
		City/County GIS Maps	In-Kind
		Total Amount Requested	\$3,362
2	Area 10 Agency on Aging	Area 10 Agency on Aging, is a private, not-for-profit corporation serving elderly persons in Monroe & Owen Counties. It is one of 16 Area Agencies on Aging in Indiana. Their mission is to improve the quality of life and celebrate the independence, health, & dignity of all senior citizens 50-years of age & older in this area. Some of their goals include: removing social or individual barriers facing our older population & preventing unnecessary institutionalizations through a variety of alternative assisted living operations	
	2-1-1 Call Center		
	2003 - \$4,614 50% of annual wage for Food Pantry/Emergency Food VISTA		
	2002 - \$1,475 equipment for Food Pantry at Girls, Inc. site	This request is for \$5,000 in one-time funding for Area 10 to become the hub for the 2-1-1 Call Center serving the Bloomington and Owen County area. The funds would pay for staff, supplies, and training to start the 2-1-1 hub. The agency will provide the remaining \$59,900 to operate the program through the first year and expects state funds to help run the program in future years. The 2-1-1 program is a national network led by United Way of America and the Alliance of Information & Referral Systems, and would perform like a 4-1-1 / 9-1-1 for social services. The Bloomington area is one of only 3 areas in the state that does not have a designated 2-1-1 hub. Area 10 will use recently acquired IRIS software and "211 Infoline Taxonomy" to: 1) work with other agencies to create a comprehensive list of community resources; 2) provide referrals over the phone from 9:00 a.m. – 5:00 p.m. Monday through Friday (with the goal of doing so 24-hours a day); 3) determine whether referrals are appropriate by making follow-up calls; 4) work with agencies to improve referral services; and 5) keep track of the nature and consequence of the referrals.	
		Criteria:	
		The SCAN Report indicates that about half the local residents are not familiar with types of services performed by social service agencies and that about a fifth of the residents do not know where they would go for help with alcohol, drug, and emotional problems.	

		<p>The SCAN Report also recommends that agencies work together to be more efficient and effective. This \$5,000 request would enable Area 10 to begin serving as the call-in and referral center for persons in this two-county area who are in need of social services. While primarily dedicated to working with elder clients, this agency handles about 70 calls a day and believes it's in a good position to take the initiative here. The application materials demonstrate a plan for working with stakeholders to develop and implement this new 2-1-1 service. The agency would provide the remaining \$59,900 to fund this program during the first year and expects state funds to help operate it in future years.</p> <p>Once in place this project would make it easier for persons to get the help they need. It would also give the community a means to track referrals, evaluate the performance of agencies, and identify unmet needs for services. Letters from the United Way, Girls Inc. and Middle Way House support this effort.</p> <p>Total Project Costs: \$64,900</p> <p>Request:</p> <p>IU Interns & Work Study (summer and fall 2004) \$2,500</p> <p>Supplies (printing, postage, paper for reports, surveys, etc.) \$750</p> <p>Comprehensive Data Base Development \$1,000</p> <p>Access to Services (travel to meetings with comm groups) \$750</p> <p>Contributions:</p> <p>Staff - Deputy Director (25% of time) -\$5,500</p> <p>Information & Referral Staff & Volunteers (2 PT & 2 VISTA) -\$36,400</p> <p>Agency Staff support & technical contracted support -\$10,400</p> <p>Office space & phone lines -\$3,000</p> <p>3 phone lines @ \$250 -\$750</p> <p>3 computers (1 @ \$2,000 & 2 @ \$300) -\$2,600</p> <p>Other supplies: paper, printing, etc. -\$750</p> <p>Information & Referral Systems Training -\$500</p> <p>Total Amount Requested: \$5,000</p>	
3	<p>Big Brothers Big Sisters of South Central Indiana</p> <p><i>Technology Upgrades</i></p> <p>2003 - \$11,904 Program Manager - for Girls, Inc's Teen Outreach LEAP Program</p> <p>2002 - \$3,623 Computer equipment for recruitment & training initiative</p> <p>2001 - \$8,779 purchase & install doors & windows for facility</p> <p>1995 - \$4,800 Office Renovations</p>	<p>BBBS is a youth development organization with a 30-year history in Bloomington, whose mission is to empower local school age youth by matching them with an adult who will support their social, emotional and educational development. Working in concert with a new long range plan set by the national organization, BBBS intends to actively support at least 630 one-to-one matches on a monthly basis by 2010. This plan would mean that the percentage of at-risk youth in the community served by BBBS would increase from 12% to 20%. The plan will be implemented in two phases. Phase 1 will focus on enhancing the computer network and phase 2 will concentrate on enhancing the competencies of staff and volunteers.</p> <p>This request is for \$6,750 to help fund Phase 1 of the long-range service plan which should be implemented by late this fall. Phase I will focus on enhancing the computer network by upgrading and adding workstations, upgrading the server, and upgrading the website to be compatible with the new Agency Information Management System (AIMS) software and the eTapestry donor tracking, web-integrated database. The AIM system was developed by the National BBBS Organization and will manage all program processes and activities. It will replace a hodge-podge of Access databases, Excel spreadsheets and paper records that are time-consuming and leave room for errors. The AIMS features include central scheduling tools, improved email capabilities, contact management to facilitate the recurring monthly & quarterly contact of matches, and online automation of applications. This software can also perform basic & advanced queries and, therefore, can analyze partnerships, referral sources, programs, track grants and performance measures, and will eliminate many of the monthly, quarterly and annual reporting now required by the national office. The \$6,750 from the City will pay for the server and networking software, network infrastructure, and the parts needed to rewire the entire building. Contributions from the Community Foundation (\$6,750), United Way (\$6,000), IU (2 work stations), and local companies (in-kind computer services) will cover the remaining costs for this \$27,750 technological upgrade.</p>	

		<p>Criteria:</p> <p>The SCAN identified positive youth development as an urgent need, especially the lack of appropriate consistent role models. It also recommends targeting low-income families and other children at-risk and removing barriers to their success. BBBS provides one-to-one mentoring by adults and targets at-risk children. This request will help fund the first phase of a two-phase plan to almost double the number of matches it makes by the year 2010. The \$6,750 from the city would be part of a \$27,750 technological upgrade would integrate the agency's operation through special software prepared by the national organization. The application estimates that these improvements will increase its productivity by 5% which would allow them to serve an additional 35 children per year without a further change in its budget.</p> <p>Total Project Cost \$27,750</p> <p>Request:</p> <p>Server/software \$4,500</p> <p>Ports & Cables \$750</p> <p>Installation of new network \$1,500</p> <p>Contributions:</p> <p>Community Foundation -\$6,000</p> <p>BBBS General Fund -\$2,000</p> <p>Creative Consulting Solutions (in-kind) -\$6,250</p> <p>United Way (pending) -\$6,750</p> <p>Total Amount Requested \$6,750</p>	
4	<p>The Bloomington Beacon Center</p> <p><i>Start Up Center</i></p> <p>No History of Funding</p>	<p>The Beacon Center will be a new center for gay, lesbian, bisexual, transgender & questioning communities (GLBTQ) in south-central Indiana. It is modeled after the GLBT Student Support Services Office that serves the university community and will be located at the Center for United Ministries on East 3rd Street. The Center will build a network of support for GLBT families & allies to maintain a healthy & vital community & to create a welcoming space for those new to or visiting Bloomington. Center volunteers will work to reach out to underserved & less visible segments of the GLBT community. Initially the Beacon will focus efforts towards serving the needs of GLBTQ youth in Bloomington, primarily through a supervised drop-in center, referral services, leadership & training & peer support networks.</p> <p>This request is for \$10,030 to pay for the start-up & partial operating costs of the Beacon Center during its first six months of operations. These costs include rent, telephone, part-time staff, insurance, & internet access. The Beacon Center will provide the remaining cost for the first year and subsequent years. These start-up funds will allow the Beacon Center to provide meeting & office space, a small resources library, a drop-in center & computing clusters. The Center will be open on weeknights & weekends & will be staffed by trained volunteers supervised by a part-time center coordinator.</p> <p>Criteria:</p> <p>The application notes the emphasis in the SCAN Report upon addressing the needs of at-risk youth. It provides statistics showing how GLBTQ youth are at-risk. Along with experiencing ostracism from their peers, this population drops out of high school at a rate of 28% and leave home due to conflict at a rate of 26%. The Beacon Center is modeled after the Student Support Services Offices at IU and would provide a supervised drop-in center, referral services, leadership & training & peer support networks. It would be funded by the city during its first six months and through other sources into the future. As noted in the application "peer support, the availability of adult role models and a safe, drug and alcohol free space would greatly enhance the lives of GLBTQ youth."</p> <p>Total Project Cost \$21,028</p> <p>Request:</p> <p>Rent & Utilities for the first 6 months \$5,250</p> <p>Telephone \$395</p> <p>Internet Access \$420</p> <p>Insurance \$90</p>	

		Staff Salary (25 hours @ \$8/hour + fringe	\$3,876
		Contributions: Cash & Donations	-\$8,000
		Total Amount Requested	\$10,030
5	<p>Bloomington Hospitality House - Continuing Care, Inc.</p> <p><i>Memory Garden for Alzheimer's Unit</i></p> <p>No History of Funding</p>	<p>Bloomington Hospitality House (BLHH) is a local nursing home that is owned by Bloomington Hospital. It is committed to providing quality of life & cost effective care by dedicated staff, through teamwork with the community, to meet the physical, emotional, spiritual & educational needs of its residents in a homelike environment.</p> <p>BLHH request \$3,873 for a Memory Garden in the enclosed courtyard located in their Alzheimer's unit. The funds would be used to prepare the area & purchase materials for raised beds, vertical growing structures, seating areas, a light cart, gardening equipment, & a minimal amount of concrete for an expansion of an existing sidewalk. The Memory Garden will provide residents and visitors with an opportunity to both nurture and be nurtured by the plants. The Memory Garden will provide horticultural-based, therapeutic, leisure opportunities in a safe, outdoor space for the approximately 30 BLHH residents diagnosed with Alzheimer's Disease as well as individuals participating in the Adult Day program. The Memory Garden will serve as an adaptive garden exhibit as well as an interactive area. Programs such as introduction to horticultural therapy techniques, adaptive gardening methods for aging or disabled individuals or container gardening could be offered to staff, family, & community members</p> <p>Criteria:</p> <p>The application cites many studies for the beneficial effects of plants and gardening on persons with Alzheimer's Disease. These benefits derive from: the need to nurture and be useful; physical exercise; smelling and touching plants; and being in sunlight – to list a few examples. This one-time investment of \$3,873 will make the renovations and buy the equipment and supplies necessary to create a memory garden in this facility's courtyard. The facility will cover the monthly maintenance costs (valued at \$100/month). Once in place, the garden will be available to the 30 individuals in the Alzheimer's unit, the individuals participating in the Adult Day program, visitors, and anyone who might participate in the horticultural therapies that could be offered here.</p> <p>Total Project Cost</p> <p>Request:</p> <p>concrete path to link with existing sidewalk</p> <p>gardening equipment (light weight tools, growing supplies, etc)</p> <p>movable light/grow cart (allows propagation activities)</p> <p>2 rasied beds</p> <p>2 sensory wall vertical growing structures</p> <p>soil</p> <p>seating: 4 aluminum chairs @ \$89/ 2 aluminum benches @ \$186</p> <p>storage unit</p> <p>removal of existing door (courtyard doors must be unlocked & this opens into an office)</p> <p>Contributions:</p> <p>Monthly maintence \$100/mo</p> <p>Total Amount Requested</p>	<p>\$3,873</p> <p>\$200</p> <p>\$300</p> <p>\$675</p> <p>\$470</p> <p>\$150</p> <p>\$250</p> <p>\$728</p> <p>\$200</p> <p>\$900</p> <p>-\$1,200</p> <p>\$3,873</p>
6	<p>Bloomington Hospital/Positive Link</p> <p><i>Social Assets Bartering Program</i></p> <p>No History of Funding</p>	<p>The mission of Positive Link is to provide health & human services for people living with HIV/AIDS, as well as offering outreach/education programs & HIV counseling & testing. Positive Link is a care coordination site for people living with HIV/AIDS that serves counties in South Central Indiana. Positive Link Monroe County has 150 unduplicated cases & an active caseload of 128 clients. Positive Link coordinates services including - assistance in securing housing, medical, legal & food/nutritional assistance. Positive Link is in the beginning stages of incorporatong social support groups facilitated by our clients including advocacy & social assets bartering.</p>	

		<p>This request is for \$1,085 to start a social assets bartering program that will allow Positive Link clients to use a unique currency system to purchase services that might otherwise remain unmet due to low income, stigma to the disease, and overall discrimination. Participants in this bartering system could exchange transportation, childcare, educational skill building, domestic assistance (run errands), car repair, hair cutting, carpentry, home & computer repair and other services with one another through this currency. An employee is needed to plan and begin the program. Start-up personnel will prepare overall program dynamics, coordinate development & attend to unforeseen circumstances that may arise as the program advances. Once the program is in place - participating clients can facilitate the program with oversight assured through Indiana State Department of Health care coordination funding. In addition to an employee, funding will also be used for supplies. These supplies will be used to develop a client directory & introduction packet as well as for advertising, printing, orientation & mailings associated with the program. Poker chips will be purchased & used as currency.</p> <p>Criteria: The application notes that individuals living with HIV/AIDS are an isolated low-income population that is “susceptible to falling through the cracks” and missing out on opportunities available to others. This program is based upon BloomingHours and would encourage these individuals to build an economy based upon the exchange of services through a unique currency (poker chips). The application asserts that this program will encourage these individuals to reach out, value themselves, and develop social and business skills. It also suggests that this mini-economy will make more services available to this population than would occur without bartering. The \$1,590 of city funds would pay for personnel and supplies. Various other funding sources would cover the remaining \$4,115 need for this program.</p> <p>Total Project Cost</p> <p>Request: Personnel (\$9.00 x 20hr/week x 3 months) Personnel Fringe Benefits Game Chips for false currency Rental Space for confidential off-site orientation Directory binders other misc. supplies</p> <p>Contributions: Personnel - Federal Funds Personnel Fringe Benefits - Federal Funds Administrative Oversight - social services block grant Administrative Oversight - Fringe Benefits - social services block g Paper - Hospital funds Mailing - Hospital funds Printing - Hospital funds</p> <p>Total Amount Requested:</p>	<p>\$5,705</p> <p>\$840 \$200 \$200 \$50 \$200 \$100</p> <p>-\$2,160 -\$518 -\$875 -\$210 -\$150 -\$100 -\$100</p> <p>\$1,590</p>
7	<p>Bloomington Housing Authority</p> <p><i>National Girls & Women in Sports Program</i></p> <p>2001 - \$6,502 Purchase & install outdoor lighting for Walnut Woods complex</p> <p>2000 - \$7,045 Outdoor lighting at two facilities</p> <p>1999 - \$9,300 Roof replacements</p> <p>1998 - \$5,000 Insulate 8 buildings & purchase hand held</p>	<p>The mission of Bloomington Housing Authority (BHA) is to provide decent, safe and sanitary housing at an affordable rate for families in need. BHA recognizes that the families’ needs do not stop at adequate housing and is dedicated to working with social service agencies, schools & other agencies & businesses to create partnerships that will provide continuity & easier access to services & opportunities for low income families in this community.</p> <p>This request is for \$2,730 for a program to bring athletes together with low-income children & create a bridge between the world of play & the world of academia. The funds will provide transportation for a trip to an IU Women's Basketball Game, lunch, & event shirts as part of National Women in Sports Day. BHA feels it is important to provide clothing that will help the children feel a part of the event & will not set them apart as a group from others attending the game. BHA will provide \$2,000 in matching funds to include a meeting twice a month, approximately six events throughout the year & time to coordinate events during January or February.</p>	

	carbon monoxide detector	<p>Criteria: The SCAN Report recognized that low-income children suffer barriers to services due to lack of money and transportation. It also recognized the benefits children can receive from adult role models and mentors who encourage success in school as a bridge to success in life. This request would fund activities as part of National Women in Sports Day that include attendance at an IU Women's Basketball Game, a luncheon, and event shirts. Members of the Women's Basketball team would meet with the children in a series of smaller meetings over the course of the season as well. The BHA would arrange twice-a-month meetings and hold six other events throughout the year. It also intends to build upon this year's success by finding permanent funding for similar programs in future years. This program uses unique community assets (IU Women's Basketball Team) to introduce low-income children to the university and the values associated with academic success.</p> <p>Total Project Costs</p> <p>Requested:</p> <p>Transportation</p> <p>Lunch (catered at IU)</p> <p>Program t-shirts</p> <p>Admission (discounted)</p> <p>Contributions:</p> <p>BHA Administrative Cost</p> <p>Total Amount Requested</p>	<p>\$4,730</p> <p>\$400</p> <p>\$1,200</p> <p>\$700</p> <p>\$430</p> <p>-\$2,000</p> <p>\$2,730</p>
8	<p>Boys & Girls Club of Bloomington</p> <p><i>No Kid Left Behind</i></p> <p>2003 - \$25,000 Job Development Specialist for TEENS Supreme Career Prep Program</p> <p>2000 - \$9,500 To expand hours & activities for children at Crestmont site</p> <p>1998 - \$23,000 Renovate, equip facility for teen center & learning center</p> <p>1996 - \$3,000 Central Air Conditioning</p>	<p>The Boys and Girls Club of Bloomington is a part of national organization which fosters the physical, intellectual, emotional and social growth of boys and girls ages six to eighteen with a special concern for those most in need of service. All the Boys and Girls Club programs are designed to help youth develop valuable skills needed to make wise life decisions. The Club strives to instill a sense of belonging, competence, usefulness and power so members feel they are part of something worthwhile. Last year it served 585 members and 1705 other youth at its three facilities. This includes 180 children who are transported to these facilities daily during the school year.</p> <p>The \$15,585 request would help fund the salaries, transportation, and other operating costs needed for the No Kid Left Behind program that would expand the hours of operation and transport kids to its facilities starting this summer and extending into the next school year. The three facilities are now open Monday through Friday after school until 8:00 p.m. This new initiative would open the Crestmont facility Monday through Friday this summer from 9:00 a.m. to 5:30 p.m. with special programming from 5:30 p.m. to 8:00 p.m. It would also open the main, South Lincoln facility on Saturdays during the next school year. The program would also provide transportation for children who live in targeted low-income housing complexes.</p> <p>Criteria: This agency focuses on serving at-risk youth and provides scholarships for those who cannot pay the \$15 membership fee. The \$15,585 request would cover operational costs for the first year of the No Kid Left Behind program. This program extends the hours of the agency's facilities, provides additional programming and activities, and will provide transportation for children in targeted housing complexes. The agency will cover the rest of the first year's costs (\$23,600) as well as the costs of the program in future years.</p> <p>Total Project Costs:</p> <p>Request:</p> <p>Saturday Club Director</p> <p>Four Saturday Program Staff</p> <p>Vans & Bus Drivers</p> <p>Transportation (gas/maintenance)</p> <p>Program Supplies (consumables)</p> <p>Postage</p> <p>Duplication/Printing</p> <p>Awards & Recognition</p>	<p>\$39,180</p> <p>\$2,531</p> <p>\$6,049</p> <p>\$2,500</p> <p>\$1,000</p> <p>\$2,000</p> <p>\$50</p> <p>\$100</p> <p>\$500</p>

		Marketing & Recruitment Costs	\$200
		Long Distance/Communication	\$100
		Group Outings to Events	\$550
		Contributions:	
		Saturday Club Director	-\$3,500
		Four Saturday Program Staff	-\$8,000
		Executive Oversight	-\$4,000
		Other Staff Salary	-\$2,500
		Vans & Bus Drivers	-\$1,100
		Transportation (gas/maintenance)	-\$500
		Program Supplies (consumables)	-\$3,500
		Awards & Recognition	-\$100
		Marketing & Recruitment Costs	-\$100
		Long Distance/Communication	-\$100
		Group Outings to Events	-\$200
		Total Amount Requested	\$15,580
9	Center for Women's Ministries, Inc. <i>Establishing Permanent Headquarters</i> No History of Funding	<p>The Center for Women’s Ministries was founded here in 1989, and its mission is “to provide peer counseling (at no cost) support groups, Bible studies, prayer groups and educational opportunities in a non-judgmental atmosphere to women within the community.” The national organization offices will be located in the same building and has the mission of equipping “volunteer staff across the USA by prayer support, consultation services and resource materials so they may establish and maintain centers to provide crisis intervention with a spiritual emphasis and improve the quality of life for hurting women.” The application notes that over 4,000 hours of service were performed at both the local and national office last year.</p> <p>This request is for \$20,000 to help purchase a \$525,000, 7,700 s.f. building at 118 South Rogers that will house the local Center for Women’s Ministries as well as the office for the national headquarters. The local and national agency will contribute \$26,000 towards the down payment and expect roughly \$800 in rental income as well.</p> <p>Criteria:</p> <p>The application states these agencies address a priority need for social services by providing mental health services through volunteerism. The local agency serves as a free, non-denominational ministry to women over the age of 12 for the many problems they face. It offers spiritual well-being through one-to-one caring partners, support groups, seminars, and conferences. The purchase of this building will make the local agency more visible (it has seen a gradual decline in participation since 1998), accessible (it is downtown, near a bus line, and has adequate off-street parking), efficient (by pooling local and national offices and resources), and effective (by expanding services).</p> <p>Total Project Costs</p> <p>Request: Portion of Down Payment</p> <p>Contributions: Gifts Lead Gift Rent (\$800/mo x 12 mo)</p> <p>Total Amount Requested</p>	<p>\$525,000</p> <p>\$20,000</p> <p>\$1,000 \$25,000 \$9,600</p> <p>\$20,000</p>
10	Citizen Advocacy of South Central Indiana, Inc. <i>Awareness Campaign</i> 2003 - \$3,000 Prepare & distribute a quarterly newsletter 2000 - \$1,500 training & printed materials	<p>This agency “values one-to-one relationships between persons with and without disabilities.” It “matches individuals with disabilities who need and desire someone to assist them in negotiating systems, to improve the quality of their services, and provide practical assistance and freely given companionship with citizens who possess personal qualities and talents that ‘fit’ with their ... partner.”</p> <p>This agency is requesting \$1,180 to produce copies of brochures, fact sheets, handouts, and guides encouraging individuals to become an “advocate” and friend for persons with disabilities. This agency and Options will provide an additional \$1,320 of in-kind support for this program.</p>	

		<p>Criteria: The SCAN Report recommended expanding options for independent living, public awareness and advocacy for persons with disabilities. It also recommended building better social networks for persons with disabilities, which included partnering with volunteers in the community. When successful, programs like this improve the quality of lives for many in the community.</p> <p>Total Project Cost: \$2,500</p> <p>Request: 4,000 Tri-fold Brochures \$437 4,000 Fact Sheets \$216 4,000 "Sharing Our Stories" Handouts \$427 500 Informational Guides for Advocates \$99</p> <p>Contributions: In-Kind from Options and Agency Staff -\$1,320</p> <p>Total Requested Amount \$1,180</p>	
11	<p>Citizens for Community Justice, Inc (CCJ)</p> <p><i>Community Mediation and Education Program</i></p> <p>No History of Funding</p>	<p>Citizens for Community Justice recently merged with the Community Conflict Resolution Program (CCRP). Its new mission "is to promote a civil and just community through mediation, education and restorative justice." In pursuit of this mission it will: provide a center for conflict resolution in the community; provide mediation, facilitation, and other conflict resolution services; bring members of the community together through collaborative decision-making; and promote the practice of restorative justice throughout the justice system. Currently, a resource of 40 trained mediators help with the Victim-Offender Reconciliation Program (VORP), the Community Conflict Resolution Program (CCRP)(which provides mediation services to businesses, organizations, and individuals in the community), the Youth Educational Shoplifting Program, and the Youth Mediation and Education Project.</p> <p>This agency is requesting \$5,825 to purchase a new copier for these many mediation programs. The existing copier was purchased used seven years ago. It does not copy well and needs costly repairs. As a second best alternative, the agency would accept \$2,995 for a refurbished unit, but notes that the used machine would cost more to maintain and would not last as long as</p> <p>Criteria: This program addresses two goals in the SCAN Report by encouraging a "safe, civil and caring community ... (through) respect and civility" and by managing resources effectively by merging with a companion organization. The purchase of a new or refurbished copier would serve all four of its programs, which have a total annual budget of \$92,600. It would replace a failing copier that was purchased used seven years ago with a new one, which would help these programs be more effective and efficient.</p> <p>Total Project Costs \$6,560</p> <p>Request: Canon Copier (iR 2200) \$5,825 (Alternative) Refurbished Copier \$2,995</p> <p>Contributions maintenance -\$595 toner -\$145</p> <p>Total Amount Requested \$5,825</p>	
12	<p>Community Kitchen of Monroe County, Inc.</p> <p><i>Free Meal Service</i></p> <p>2003 - \$10,104 replace fire suppression system, loading dock & 60 chairs for Rogers site</p> <p>2002 - \$3,639 copy machine shared w/ Shelter, Inc. & aprons & hairnets</p>	<p>This agency has been working in this community since 1983 with the mission of eliminating hunger through direct service, education, and advocacy. They provide hot food every evening except Sunday at two locations (South Rogers and as a carry-out service at the West 11th Street - CK Express), prepare meals for agencies serving at-risk youth, deliver food to children in certain housing complexes, and help with the south side food pantry. They do not impose an eligibility requirement on those seeking food and served 119,382 meals in 2003, one-third of which went to children under 18 and another third of which went to seniors. Between 2000 and 2002 the kitchen saw an increase of 56% in requests for their services.</p> <p>The agency requests \$7,780 for repairs and equipment at the South</p>	

	<p>2001 - \$10,721 equipment for second food prep & distribution site</p> <p>2000 - \$2,460 eight dining tables</p> <p>1999 - \$4,650 ice machine & freezer</p> <p>1998 - \$4,675 upright commercial oven, mobile pan rack & mats for kitchen floor</p> <p>1997 - \$1,300 transport containers to provide meals to youth in after school programs</p> <p>1995 - \$9,000 Used vehicle to serve meals</p>	<p>Rogers, West 11th, and South Walnut facilities. There are two requests for the South Rogers Street facility. One request is for \$1,920 to replace the back door which was damaged by water last winter and will not properly open or close and the other (and least pressing of the requests) is \$3,000 for a dish washing machine to replace an existing, older model. There is a \$225 request for a garbage disposal at the West 11th Street (CK Express) facility in order to handle the food remains from the carryout service. Lastly, there is a \$2,635 request for metal shelving at the storage and office facility on South Walnut provided by the Bloomington Township Trustee. This shelving is necessary in order to hold the large quantities of commodities that are delivered four times a year.</p> <p>Criteria: Hunger has been identified as a significant issue by both the SCAN and the City of Bloomington Consolidated Plan. This agency is the primary source of free meals in the community. It is requesting one-time investments for improvements in its facilities in order to provide a safe and efficient work space. These investments will last many years into the future.</p> <p>Total Project Costs:</p> <p>Request:</p> <p>Replacing Door at South Rogers Facility</p> <p>Purchasing Garbage Disposal for West 11th Facility</p> <p>Purchasing Kitchen Grade Metal Shelving (2 @ 290.25 and 5 @ 262.95) plus shipping</p> <p>Replacing Dishwashing Machine at the South Rogers Street Facility (lowest priority)</p> <p>Contributions: -----</p>	<p>\$7,780</p> <p>\$1,920</p> <p>\$225</p> <p>\$2,635</p> <p>\$3,000</p> <p>\$7,780</p>
13	<p>El Centro Comunal Latino, Inc.</p> <p><i>Setting Up Office</i></p> <p>No History of Funding</p>	<p>This agency is a grassroots, community-based organization that began in 2000 in response to problems the emerging Latino population was having integrating into the community. Its primary goals are to facilitate access to resources; offer reliable information regarding health, safety, education, and work-related issues; and, to serve as a liaison between Latinos and the greater Bloomington Community. It is currently located within the United Way offices and served 430 clients last year.</p> <p>This request for \$4,388.92 will buy computers, language software, a printer and fax, and furniture needed to equip its office. The application indicates that additional funds (approximately \$1,611) will cover miscellaneous operational costs for the office.</p> <p>Criteria: The application cites a governor's report for the many problems facing the burgeoning Latino population in Indiana. These include low income, poor living conditions, inadequate schooling, and a language barrier that separates these residents from the rest of the community. By establishing and equipping an office, this agency expects to provide services that address the needs of this population more effectively. Those services will include: orienting new residents; providing interpretation and translation services and referrals to other agencies; and improving the community's ability to deal effectively with this growing population. Currently those services are often done out of people's homes, and this request should make it easier for the volunteers to assist their clients.</p> <p>Total Project Costs</p> <p>Request:</p> <p>Text Translation Software</p> <p>2 Dell Computers (Dimension 4600)</p> <p>Laser Copier, Scanner, Printer</p> <p>Fax Machine</p> <p>2 Computer Workstations</p> <p>4 Bookcases</p> <p>2 Executive Chairs</p> <p>4 Reception/Guest Chairs</p>	<p>\$6,000</p> <p>\$375</p> <p>\$1,596</p> <p>\$450</p> <p>\$200</p> <p>\$600</p> <p>\$400</p> <p>\$340</p> <p>\$188</p>

		2 Vertical File Cabinets	\$240
		Contributions:	
		Fundraising which will cover other “operational costs”	-\$1,611
		Total Amount Requested	\$4,389
14	<p>Foundation of Monroe County Schools</p> <p><i>Student Transiency Program</i></p> <p>No History of Funding</p>	<p>This agency is dedicated to improving and enhancing the educational development of all students in the Monroe County Community School Corporation. It works with school administration and individual schools to develop, implement, and secure funding for projects that significantly impact student learning and that would not otherwise be possible through normal school funding.</p> <p>This request is for \$25,000 to help begin a Student Transiency Program that will have a budget of \$84,000 for the first year. This budget includes \$75,000 for personnel, \$4,000 for training, \$3,000 for supplies and printing, and \$2,000 for travel expenses. The funds from the City would pay for a full-time Social Worker who would develop a written plan that would be partially in place by the end of the next school year. The new position would build upon existing successful strategies by introducing best practices discovered elsewhere and integrating the plan with the efforts of other social service agencies' efforts. (Please see the application from Legal Services, Inc.) Other funds for the project include a Lilly Matching Grant for \$25,000 and a CAPE grant for \$34,000. The “MCCSC will provide office space and supervision, collaboration, and assistance” for this program and commits to using social services staff to implement it in future years.</p> <p>Criteria:</p> <p>The application identifies the high level of transiency rates, particularly in certain schools, as a significant barrier to a good educational experience for children. It notes that children who move from school to school during the year are disciplined more often, become isolated from teachers and students, feel removed from the classroom, and aren’t as motivated to learn as their classmates. The SCAN Report calls for special efforts to be made to remove such barriers for these at-risk children. The Student Transiency Project would address the problem in three steps: 1) encouraging families to keep their kids in the same school; 2) finding ways to keep children at the same school when the family moves; and 3) easing the transition to the new school for students when the change must be made. The \$25,000 from the City would be used to hire a full-time Social Worker to develop the program. Another \$50,000 for personnel and \$9,000 for related expenses would be provided through a Lilly and a CAPE grant. If the agency receives one-third of the funding it will start with step three, which can be done.</p> <p>The first two steps will take more time and money to plan and implement, but will also yield the most long term benefits.</p> <p>Total Project Costs:</p> <p>Request:</p> <p>Full-Time Social Worker to develop the first two goals of the program</p> <p>Contributions:</p> <p>Lilly Matching Grant from United Way</p> <p>CAPE grant</p> <p>(together grants would cover the remaining \$50,000 for personnel, \$4,000 for training, \$3,000 for supplies, and \$2,000 for travel)</p> <p>Total Amount Requested:</p>	<p>\$84,000</p> <p>\$25,000</p> <p>\$25,000</p> <p>\$34,000</p> <p>\$25,000</p>
15	<p>Girls Incorporated of Monroe County</p> <p><i>Girls on Board</i></p> <p>2002 - \$15,000 pay the salary of director for after-school & summer youth programs</p> <p>Oct. 2000 - \$620 books, refreshments, & misc. equipment for after</p>	<p>This agency has been in Bloomington for nearly 30 years and serves girls age 6 – 18 with quality programs that help them overcome the effects of gender inequity and to develop their capacity to be self-sufficient and responsible members of the community. Its programming falls into six core areas: career choice & life planning, self-reliance & life skills, health & sexuality, sports & adventure, leaders & community action, and culture & heritage appreciation.</p> <p>This request is for \$15,000 to help replace a 15-passenger van and a 24-passenger minibus with two used 30-passenger buses this year. This amount would pay half the cost of one used bus (\$30,000). The agency, through various grants and funds, would</p>	

	<p>school reading program</p> <p>2000 - \$2,303 supplies & equipment for summer camp program & 2 car infant seats</p> <p>1998 - \$6,500 equipment to implement Operation SMART</p> <p>1996 - \$10,000 van purchase</p> <p>1995 - \$21,700 Interior constuction</p>	<p>provide money for the other half of that cost as well as the cost for the second bus, wheel chair lift, and the first year's cost for insurance and fuel (\$56,942).</p> <p>Criteria:</p> <p>The SCAN Report identifies youth and youth development in its ten most needed services. This proposal would help replace a 15-passenger van and a 24-seat mini-bus with 2 30-passenger buses. The existing bus is 17 years old, and the van will not meet regulations that go into effect in 2006. Girls, Inc. uses these vehicles to bring the girls to its facility from the schools and take the girls on field trips. These vehicles also take children from the schools to Boys and Girls Club facilities. Along with the \$15,000 from the City, the agency will contribute another \$56,942 for the rest of the costs of this proposal. The application notes that many parents enroll their girls here because of this service. Investment in this proposal will allow this agency to provide girls with the caring adult role models and mentors that are effective in keeping girls in school, doing better in schools, making healthier life choices, and engaging in fewer destructive activities.</p> <p>Total Project Costs</p> <p>Request: Half the Cost of 1 Used Bus (@\$30,000/2)</p> <p>Contributions: Three other grants & fundraising (\$56,942) half of the cost of one bus second bus wheel chair lift repainting the buses year one cost for insurance fuel</p> <p>Total Amount Requested</p>	<p>\$71,942</p> <p>\$15,000</p> <p>-15000 -25000 -5000 -\$6,700 -\$2,953 -\$2,289</p> <p>\$15,000</p>
16	<p>Grandview Care, Inc.</p> <p><i>Willow Manor Modification</i></p> <p>No History of Funding</p>	<p>Grandview Care is the managing company for Willow Manor Apartments, and its mission is "to provide affordable independent housing, nursing care, and assisted living to needy persons including the elderly, the disabled, and other disadvantaged persons." There are 190 units in the housing complex that currently has an 87% occupancy rate, where 47% of the units are occupied by the elderly and 15% are occupied by persons with disabilities.</p> <p>This agency is requesting \$2,372 to purchase and install 2 commercial door openers for the main entrances to two buildings. The agency would provide the remaining \$457.98 to purchase the compressor units and pay for shipping.</p> <p>Criteria:</p> <p>As mentioned above, about half of the 190 units of this affordable housing complex house elderly individuals and about one-sixth house persons with disabilities. These persons are active and are served by Meals on Wheels, Hoosier Hills Food Bank, and an onsite Nutrition Site. The purchase and installation of 2 commercial door openers would assist residents, guests, and service personnel (including ambulance services). The proposal calls for the City to contribute \$2,372 and the agency to contribute \$458.</p> <p>Total Project Cost</p> <p>Request: 2 Commercial Door Openers (@ \$924 x 2) Activation Package (@ \$262 x 2)</p> <p>Contributions: Air Compressor (@ \$199.98 x 2) Shipping</p> <p>Total Amount Requested</p>	<p>\$2,830</p> <p>\$1,848 \$524</p> <p>\$400 \$58</p> <p>\$2,372</p>
17	<p>Hoosier Hills Food Bank, Inc.</p> <p><i>Physical Improvements and Equipment</i></p>	<p>This agency collects, stores, and distributes food to charitable agencies serving the low income at no charge. It receives food from the retail and wholesale sector as well as other food banks and distributes it directly and indirectly through 85 other agencies to individuals and families in need. The agency distributed 1.7 million pounds of food last year, which helped feed over 19,000 individuals</p>	

	<p>2001 - \$3,000 purchase food for city residents</p> <p>2000 - \$4,549 One low-lift pallet truck & three sets of racking</p> <p>1999 - \$14,394 cooler & condensing unit</p> <p>1997 - \$9,200 equipment for food repackaging room for meal rescue program</p> <p>1996 - \$3,800 refrigerated truck</p>	<p>every month.</p> <p>This agency is requesting \$13,294 to make repairs and purchase equipment recommended by its national organization after the last inspection. The building renovations would improve lighting, repair asphalt, seal dock space, build screen doors for the garage openings, add fascia, and install a drinking fountain. The equipment includes replacing a battery on a device it uses for warehouse shelving and purchasing a used forklift. The agency will provide the remaining half of the cost for this project.</p> <p>Criteria:</p> <p>Providing food for the hungry is a recognized basic need in this community. The Food Bank has received a state grant that will allow it to channel USDA food to agencies within the surrounding 8 counties through The Emergency Food Assistance Program. Hoosier Hills Food Bank also became part of a national network known as Second Harvest last year. Second Harvest provided over \$115,000 in food resources, donated money for a refrigerated truck, and supplied technology upgrades and inspected the local facility. As mentioned above, it recommended the repairs and equipment being proposed here, and the local agency will be using its reserves to cover the other half of the \$26,588 cost. These improvements and equipment will allow this agency to “channel 10% more food through The Emergency Food Assistance Program (TEFAP) and ... excel at the next annual inspection.”</p> <p>Total Project Costs</p> <p>Request:</p> <p>Fascia Boards</p> <p>Ballasts & Lights for Warehouse Ceiling</p> <p>Asphalt Repair</p> <p>Drywall Covering for Ceiling Insulation (500 sq ft @ 60 cents)</p> <p>Loading Dock Sealer</p> <p>Screen Frames for 3 garage doors</p> <p>Air Conditioning</p> <p>Used Forklift</p> <p>New Battery for Power Stacker</p> <p>Water Fountain</p> <p>Contributions:</p> <p>HHFB Saving & Local Sources</p> <p>Total Amount Requested</p>	<p>\$26,588</p> <p>\$479</p> <p>\$715</p> <p>\$3,750</p> <p>\$3,000</p> <p>\$2,995</p> <p>\$3,582</p> <p>\$4,422</p> <p>\$5,950</p> <p>\$995</p> <p>\$700</p> <p>-\$13,294</p> <p>\$13,294</p>
18	<p>Indiana Legal Services, Inc.</p> <p><i>Family Stability Project</i></p> <p>2002 - \$20,000 salary for an attorney as well as publication expenses related to the new Housing Law Center</p>	<p>This agency provides low income people with a wide variety of aggressive, quality legal services which: help them gain equal access to the courts, legislative bodies and government agencies; empower them to control their financial situations; and, address the major causes and effects of poverty. It is a state-wide organization with an office in Bloomington staffed by one part-time and four full-time lawyers. This project is a combined effort of Indiana Legal Services and the MCCSC.</p> <p>This agency is requesting \$20,000 for a paralegal to address low-income families with children in Fairview, Templeton, or Broadview Schools and where legal problems are threatening their housing stability. The paralegal would work approximately 32 hours per week under the supervision of a staff attorney and with the help of two law interns who will work 10 hours per week. The paralegal would identify the target population with the help of the schools and other agencies; then conduct a “legal check-up” for the family and help them address the problem through legal advice or referral to other attorneys; and, also create materials that would help other families with problems that force them to move. The agency will provide the other \$19,994 needed for this pilot project, which should operate from this August though next May. These contributions would help pay for personnel, rent, equipment, and other operating costs.</p> <p>Criteria:</p> <p>The SCAN Report recommends “meeting basic needs” and addressing “household economics and poverty.” It also found that children from low-income households are absent and move more than other students. The MCCSC has concluded that transient students tend to fail the ISTEP and suffer other educational,</p>	

		<p>behavioral, and social problems. The three schools targeted here have transient rates in excess of 30% per year. This pilot project will focus on the families with legal problems that interfere with their ability to keep housing. These problems can involve evictions, loss of benefits or assistance, foreclosures, or other unrelated legal matters that drain the families' finances to the point that they cannot keep up on rent. By addressing the underlying problems, this pilot project can improve the educational prospects and provide a more stable environment for these children. The costs for this \$39,994 nine-month project will be split between the City (\$20,000) and Indiana Legal Services, Inc. (\$19,994). Please note that there are letters from MCCSC, Judge Taliaferro, Infant and Child Developmental Services, Housing Authority, Monroe County Apartment Association, Habitat for Humanity, Shalom Community Center, and Templeton School in support of this project.</p> <table><tr><td>Total Project Costs</td><td>\$39,994</td></tr><tr><td>Request:</td><td></td></tr><tr><td>Salary</td><td>\$14,040</td></tr><tr><td>Payroll Taxes and Benefits</td><td>\$5,008</td></tr><tr><td>Printing Costs</td><td>\$800</td></tr><tr><td>Miscellaneous</td><td>\$152</td></tr><tr><td>Contributions: ILS In-Kind</td><td></td></tr><tr><td>Salaries</td><td>-\$15,309</td></tr><tr><td>Office Rent, Equipment, Printing, Etc</td><td>-\$4,685</td></tr><tr><td>Total Amount Requested</td><td>\$20,000</td></tr></table>	Total Project Costs	\$39,994	Request:		Salary	\$14,040	Payroll Taxes and Benefits	\$5,008	Printing Costs	\$800	Miscellaneous	\$152	Contributions: ILS In-Kind		Salaries	-\$15,309	Office Rent, Equipment, Printing, Etc	-\$4,685	Total Amount Requested	\$20,000	
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Office Rent, Equipment, Printing, Etc	-\$4,685																						
Total Amount Requested	\$20,000																						
19	<p>Martha's House, Inc.</p> <p>No History of Funding</p>	<p>Martha's House is an outgrowth of Shelter, Inc. and is dedicated to providing emergency shelter to the homeless. It is the only general provider of individual emergency shelter and case management services in the county which provides those services without regard to the person's gender, religious beliefs, or reasons for homelessness. Services to clients begin with a bed and blankets, access to showers and laundry facilities, and assistance with the immediate problems they face. Services to longer term clients include help finding employment, opening bank accounts, getting social services, finding a more permanent place to live, and otherwise becoming more self-sufficient. In its first 90 days this agency provided 97 separate individuals with a total of 1,100 nights of shelter.</p> <p>This agency requests \$20,000 for salaries and operational costs needed to operate a 28-bed emergency shelter, facilitate a new self-sufficiency program, and reach out to the homeless who have not sought shelter. This request is will help cover the \$46,886 it will cost for this program to operate from July through September, with the remaining \$26,886 coming from a variety of sources. The annual costs for the program were estimated at \$196,120, but the budget materials did not indicate where revenues beyond September would be coming from. The application dealt with this issue by saying,</p> <p>"Martha's House Board and Executive Director have surmounted many challenges. The support of (city funds) ... will make continuation of these services possible. Several sources of funding have been secured for the future, and Martha's House is well on its way to modeling the self-sufficiency wanted for patrons."</p> <p>Criteria: The application notes that the SCAN steering committee recommended that the county "expand the community capacity for providing emergency shelter to individuals and families." Approximately 19% of the population live in poverty and have difficulty paying rent. More people earn income above the poverty limits yet need and cannot get help paying rent. This agency is filling the gap created with the demise of Shelter, Inc. and requesting funds for operational costs during this period of transition. This request for \$20,000 along with other identified funds will cover the costs of operations through September. The application says that while many people have stepped up to help make it successful, it is a new agency that needs support.</p> <table><tr><td>Total Project Costs:</td><td>\$46,886</td></tr></table> <p>Requests:</p>	Total Project Costs:	\$46,886																			
Total Project Costs:	\$46,886																						

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		Employee Salaries	\$13,843
		Employee Benefits/Taxes	\$3,225
		CPA services	\$750
		Trash Removal & Pest Control	\$292
		Supplies	\$950
		Travel (mileage)	\$250
		Phone (office & shelter)	\$240
		Bus Tickets	\$450
		Contributions: ESG, CDBG, EFSP, Donations, United Way Lilly Grant, Special Events	-\$26,886
		Total Amount Requested	\$20,000
20	<p>Mental Health Alliance/ Family Services Association</p> <p><i>Jail Diversion Program</i></p> <p>FSA - CASA - 2003 - \$3,000 purchase laptop computer LCD projector & carrying cases to promote & train for activities</p> <p>MHA - 2002 - \$10,192 start up 5 new support groups & to publish an updated version of mental health services</p> <p>FSA - CASA - 2000- \$3,200 hire staff for tracking & measuring outcomes</p>	<p>These partnering agencies intend to promote awareness, acceptance and treatment in the prevention of mental illness through advocacy, education, support and delivery of the most effective and appropriate health services. They propose to divert the approximately 60 mentally ill or developmentally disabled persons who are annually incarcerated for non-violent crimes and assure that they receive appropriate mental health treatment.</p> <p>This partnership requests \$15,000 for a Diversion Specialist who will be responsible for diverting as many as 60 mentally ill or developmentally disable, non-violent offenders from the jail into appropriate treatment. The position will provide extensive case management, advocacy, and education duties in a manner designed to span the boundaries between the criminal justice and social services agencies and between one social service agency and another. The position will also help with the Crisis Intervention Team, which will train local law enforcement officers on how to handle these individuals at crime scenes. This is a one-time investment that will cover the cost of the salary, computer, and office supplies along with \$19,560 provided by other grants and funds.</p> <p>Criteria: The application notes that the great shift of the mentally ill and developmentally disabled individuals from state mental hospitals to local communities has not been adequately addressed by the largely segmented and privatized local social service system. This \$15,000 request will be joined by another \$19,560 in grants and other funds in order to pay for a Diversion Specialist who can find other means for handling these ill and non-violent offenders. Letters of support from the Prosecutor's and Sheriff's Office as well as an article from the H-T suggest that this program will have broad and long lasting effects by reducing the jail population, bringing disparate agencies together, and improving the lives of these individuals.</p> <p>Total Project Costs</p> <p>Request: Salaries and Benefits Computer PDA General Office</p> <p>Contributions: Various Grants Fund Raising</p> <p>Total Amount Requested</p>	<p>\$34,560</p> <p>\$32,560</p> <p>\$1,300</p> <p>\$350</p> <p>\$350</p> <p>-\$16,030</p> <p>-\$3,530</p> <p>\$15,000</p>
21	<p>Middle Way House, Inc.</p> <p><i>Low Income Cooperative Housing Program</i></p> <p>2003 - \$4,100 purchase thermal carriers; pots, pans, food trays & dishwasher proof dishes & flatware</p> <p>2001 - \$23,885 pilot childcare nutrition</p>	<p>Middle Way House began in 1981 with a mission of ending violence in the lives of women and children through the provision or sponsorship of programs and activities that encourage change on the individual and social level. Giving women meaningful alternatives in the form of a place to live and a means of earning income has led this agency to significantly reduce the proportion of women in this community who return to abusive relationships as compared to the nation as a whole.</p> <p>This agency is requesting \$15,000 to pay part of the salary of a Housing Specialist who would develop a low-income cooperative housing program and facility where low-wage working women could build equity without taking on the risk and responsibilities</p>	

	<p>program/enterprise paying salaries of cook</p> <p>2000 - \$3,210.95 Buy industrial grade document shredder for CDDP</p> <p>2000 - \$2,426 buy & install security devices for two facilities</p> <p>2000 - \$10,000 contract add't to shelter</p> <p>1994 - \$35,000 women's & children's transitional facility</p>	<p>associated with the ownership of a home. The application anticipates that contributions from the United Way (\$10,000), the Housing Trust Fund (\$4,000), and other sources would cover the remaining costs of this \$31,913 program.</p> <p>Criteria:</p> <p>This program would provide an alternative for the women leaving abusive relationships and needing a place to stay that bridges the gap between renting an apartment and owning a home. About half of cost of the Housing Specialist would be covered by other funding sources which are now being sought, including the United Way (\$10,000) and the Housing Trust Fund (\$4,000). While the number of families being served would be small (no more than 10), the application notes that the effect on the members of these families would be great, and the lessons learned from this approach, if successful, could be applied elsewhere in the community.</p> <p>Total Project Cost</p> <p>Requests:</p> <p>Salary of Housing Specialist for year</p> <p>Payroll Taxes</p> <p>Insurance</p> <p>Contributions: (not yet secured)</p> <p>Capacity Building Grant from the United Way</p> <p>Housing Trust Fund</p> <p>Other Sources</p> <p>Total Amount Requested</p>	<p>\$31,913</p> <p>\$25,000</p> <p>\$1,913</p> <p>\$5,000</p> <p>-\$10,000</p> <p>-\$4,000</p> <p>-\$2,913</p> <p>\$15,000</p>
22	<p>Monroe County Community Schools Corporations Adult Education</p> <p><i>English Learners and English as a Second Language Classes</i></p>	<p>This agency offers individualized English as a Second Language (ESL) instruction and guidance to teen and adult learners who seek to improve basic skills and learn new skills to create better opportunities for themselves and their families. It offers 5 levels of instructions to students from over 30 countries in classes conducted within 3 "teaching apartments" at the Indiana University Tulip Tree Apartments. This year it will provide ESL instruction to 350 students. That represents an increase of 8% over last year and an increase of 40% for the Latino students alone.</p> <p>This agency is requesting \$14,250 for 5 suites of its ELLIS language software (@ \$2,850 per suite). ELLIS is a premiere self-guided language instruction software that will be installed on 5 computers situated in one of the three "teaching apartments." A federal grant purchased the computers and 1 set of the software last year.</p> <p>Criteria:</p> <p>The SCAN Report recognized the need to ensure equal access and opportunity for all people in our community, regardless of their first language. The request for 5 suites of ELLIS language software is a one-time investment matched by federal grants that paid for the teachers' salaries, the computers, and other equipment and supplies. The software will allow this program to serve more students (in the face of a loss of staff as a result of funding cuts) and to serve students with a need for more basic training. This is especially true with some of the Latino population who, unlike most of the students associated with the university, often did not receive adequate schooling as children. Better English language skills for these new residents, the application says, will result in more employed workers, a higher tax base, less reliance on social services, better performance for the sons and daughters in primary and secondary schools, decreased poverty, better understanding between cultures, and an overall improvement in the quality of the lives of the City's residents.</p> <p>Total Project Costs</p> <p>Requests:</p> <p>5 Suites of ELLIS Software (@ \$2,850 per suite x 5)</p> <p>Contributions:</p> <p>Federal Adult Education Funds administered through the Indiana Department of Education</p> <p>Total Amount Requested</p>	<p>\$30,000</p> <p>\$14,250</p> <p>-\$15,750</p> <p>\$14,250</p>

23	<p>Monroe County United Ministries, Inc.</p> <p><i>Childcare Program</i></p> <p>2003 - \$20,000 subsidize childcare costs for low-income</p> <p>2001 - \$32,884 pay rent & utilities for city residents at risk of being dislocated</p> <p>1999 - \$11,850 equipment for food area</p> <p>1998 - \$9,925 renovate existing building to meet new building code</p>	<p>This agency was formed in 1939 by a group of local churchwomen and provides services to low and low-moderate income families who reside in Monroe County. These services include year-round and summer subsidized childcare programs and an emergency services program.</p> <p>This agency is requesting \$20,000 in order to subsidize childcare services “for low-income Bloomington residents, especially but not limited to, school-aged children served during the summer months.” The application estimates that this request would fund 4 to 5 children over the entire year (which equates to about a 53.4% subsidy per child). The application also identifies the need for keeping its summer program for school age children open this year. If applied only to the summer camp program, Council staff estimates that this would fund the entire costs of about 10 children over a 12-week summer program.</p> <p>Criteria: SPAN calls for reliable, quality, and affordable childcare. The application notes that the lowering of the income limits for childcare vouchers and other subsidies (to 127% of poverty) as well as for family assistance (i.e. TANF) has made childcare unaffordable for many families. As a result MCUM serves 14-20 children less than it did in prior years. At the same time there are fewer providers of subsidized childcare. In particular MCCSC has eliminated 2 of its 3 sites for the summer program and Kid City no longer accepts vouchers. Rather than eliminate its own summer program for school age children, MCUM is seeking \$20,000 to help furnish those services this summer and also help with subsidies for the remainder of the year. The application acknowledges this request as a form of bridge funding needed to address a crisis in childcare. The agency has broad community support and gained 400 new individual donors over the last 2.5 years. But the new revenues have not kept pace with the loss of other revenues. It has reorganized, restructured, and streamlined its operations and reduced expenditures where it could, but cannot cut staffing without endangering its accreditation. It will continue to serve between 77 – 110 children (as many as 60 of which are city residents). In conclusion the application cites many facts for the proposition that “it pays to invest in our children.”</p> <p>Request: subsidy for 4 - 5 children (4-5 @\$160 x 52 weeks) <i>*note: not every child receives 100% subsidy</i></p>	<p>\$20,000</p> <p>Total Amount Requested</p> <p>\$20,000</p>
24	<p>Options for Better Living, Inc.</p> <p><i>Career Exploration for the 21st Century</i></p> <p>2003 - \$1,725 Pay for materials for its resource library & speaker fees related to the Family Partnership</p> <p>2002 - \$5,000 purchase materials for a program btwn Options & CBH to address persons with dual diagnosis</p> <p>2001 - \$4,966 purchase CPR training equipment to train staff</p> <p>2000 - \$5,000 buy materials, computer, furniture for resource library for persons with disabilities</p> <p>1998 - \$3,000 repair 1991 club wagon for</p>	<p>Option’s mission is to partner with people with disabilities and their communities to bring about self-directed and fulfilled lives. In this case it is partnering with Hire Potential Indiana, the Franklin Initiative, and Monroe County Transition Council in order to broaden employment opportunities for youths with disabilities.</p> <p>This and the above consortium of agencies is requesting \$2,400 for a one day event known as Career Exploration for the 21st Century that will offer job shadowing opportunities for 20 students with disabilities. These funds will cover the cost of travel for 15 students and speakers, lunch for the students, employers, and speakers, the fees for the speaker(s), and a videographer to capture the day’s events.</p> <p>Criteria: SCAN calls for a comprehensive strategy to develop all potential members of the work force. There are 2,000 youth with disabilities in this county who will face a community where only 60% of the adults with disabilities now work. Career Exploration Day will offer students with disabilities a chance to job shadow for about two hours that day and give the students and employers a chance to see the possibilities of such employment. It is being planned by Options, Hire Potential Indiana, the Franklin Initiative, and Monroe County Transition Council. SCAN “identifies Hire Potential Indiana as an exemplary collaborative effort to meet the needs of persons with disabilities.” This will be the second year for the event, which occurs in October as part of National Disabilities Awareness Month and will expand from 4 to 20 students. The funds for travel, lunch, speaker fees, and videography will promote employment opportunities for youth with</p>	<p></p>

	<p>client purpose</p> <p>1997 - \$13,500 upgrade phone & voicemail system</p>	<p>disabilities. The video tape will be used for public service announcements as well as a training and recruiting tool.</p> <p>Total Project Costs</p> <p>Requests:</p> <p>Transportation Reimbursement (15 students @ \$10)</p> <p>Luncheon (40 lunches @ \$10)</p> <p>Speaker Fees</p> <p>Speaker Travel</p> <p>Videographer (@ \$150/hour)</p> <p>Contributions:</p> <p>-----</p> <p>Total Amount Requested</p>	<p>\$2,400</p> <p>\$150</p> <p>\$400</p> <p>\$750</p> <p>\$500</p> <p>\$600</p> <p>\$2,400</p>
25	<p>Planned Parenthood of Greater Indiana, Inc.</p> <p><i>Cervical Health Project</i></p> <p>2003 - \$3,600 purchase 4 computers for 421 south college facility</p> <p>2001 - \$1,394 purchase equipment to test for anemia</p> <p>1999 - \$5,000 exam table for disabled</p>	<p>The mission of this agency is to protect, provide and promote reproductive health. It was founded in Indiana in 1932 and established the local clinic in 1964. The local clinic provides comprehensive health care including: breast exams, Pap smears, mid-life services, sexually transmitted infections testing and treatment, colposcopy and cryotherapy, pregnancy testing, and family planning services and supplies. It also employs a full-time educator/trainer who provides services to Bloomington and the surrounding area. Last year it served about 7,700 patients. About 96% of them were female. About 68% of them were of low income and another 10% of moderately low income. Most had no or inadequate health insurance.</p> <p>This agency requests \$2,923.02 to purchase 6 sets of cervical biopsy equipment. Each set of equipment would be used exclusively for the diagnosis and treatment of abnormal cervical conditions and includes a Biopsy Punch Forcep, Endocervical Biopsy Curette with Basket, and a Singley forcep (@ \$487.17 per set). The agency will provide \$3,700 of Women's Health Funds for vouchers that would pay for the cervical services of patients with low income.</p> <p>Criteria:</p> <p>This agency provides reproductive health services primarily to women of low or moderate income who have no or inadequate health insurance. Patients with abnormal Pap smears are offered further services, which include examining the cervix with a colposcope, taking a sample of the affected issue, testing it, and freezing the abnormal cells. This one-time request would replace existing equipment for these services which is often out-of-service due to expensive, off-site repairs (i.e. sharpening). The agency will provide \$3,700 in Women's Health Funds for vouchers for low-income patients. Last year about 34% of the voucher funds were used for these cervical services. During that year, 3,850 patients had abnormal pap smears; 10% of those (or 390) had "severely abnormal" results; about 20% (or 76 patients) of those were given further services; and 5% of those (or four patients) had tissues removed by freezing. The application indicates that early diagnosis and treatment is highly effective in curing cervical cancer and reducing future medical costs.</p> <p>Total Project Costs</p> <p>Requests:</p> <p>6 Baby Tischler Biopsy Punch Forceps @ \$390 x 6</p> <p>6 Endocervical Biopsy Curette with basket @ \$51 x 6</p> <p>6 Singley Forceps (@ 46.17 x 6</p> <p>Contributions:</p> <p>Women's Health Fund vouchers to pay for patient services</p> <p>Total Amount Requested</p>	<p>\$6,623</p> <p>\$2,340</p> <p>\$306</p> <p>\$277.02</p> <p>-\$3,700</p> <p>\$2,923</p>
26	<p>Prevent Blindness Indiana</p> <p><i>Equipment for Free Eye Screening</i></p> <p>No History of Funding</p>	<p>Prevent Blindness Indiana (PBI) is an affiliate of Prevent Blindness America and is dedicated to preventing blindness in Indiana. Its purpose is to offer free eye screenings, train volunteers to provide these screening in their geographic areas, and facilitate solutions for those who can't afford professional eye care. It provides separate programs for children and adults.</p> <p>This agency is requesting \$7,000 for equipment to provide free vision screening to at-risk adults in Bloomington. This equipment</p>	

		<p>includes a Vision Tester (\$1,550), Visual Fields Tester (\$4,950), and two adjustable stools (@ \$250 each).</p> <p>Criteria: The application notes that this program addresses the need for low and moderate income adult residents to receive preventative vision services that they would not otherwise receive. This population faces an increasing risk for diabetes, which can lead to blindness. This agency's staff and trained volunteers screened 10,041 children in Monroe County last year and referred about 900 to eye care professionals for further services. Through a long-term partnership with the Lions Club (which purchased a mobile unit for use throughout the state) and a recent grant from the Nina Mason Pulliam Charitable Trust, this agency wishes to expand services to adults. It says that this equipment will help provide early diagnosis and treatment of eye problems, which can prevent half of the cases of blindness, and thereby significantly improve the quality of life for these individuals.</p> <p>Total Project Costs:</p> <p>Requests: OPTEC 2222PBA Vision Tester Zeiss Humphrey Systems FTD Visual Fields Tester 2 Adjustable Stools @ \$250 each</p> <p>Contributions: -----</p> <p>Total Amount Requested</p>	<p>\$7,000</p> <p>\$1,550</p> <p>\$4,950</p> <p>\$500</p> <p>\$7,000</p>
27	<p>Rhino's Youth Center</p> <p><i>Computer and Media Equipment for Youth</i></p> <p>2002 - \$8,264 purchase audio & video editing equipment</p> <p>2000 - \$2,000 construct radio studio</p> <p>1998 - \$10,900 operate graffiti clean-up; salaries, operating costs</p> <p>1995 - \$4,500 pilot outreach program</p> <p>1994 - \$5,000 larger facility</p>	<p>Rhino's provides entertainment and engagement for the youth of our community in order to give them a chance to use their unique voices while empowering them with a sense of accomplishment in the local community. It began as a one night a week music club in 1992 and now operates programs throughout the week in partnership with the City's Parks and Recreation Department and as a member agency of the United Way. The four after-school programs include: Youth Video (which produces a monthly television show on CATS); Youth Publication (which produces a monthly newspaper); Youth Radio (which produces a 5-hour weekly radio show on WFHB); and Youth Mural Arts (which creates murals that are hung in People's Park).</p> <p>Rhino's is requesting \$11,237.69 in order to purchase 5 packages of equipment that will either replace or expand upon existing items. The first package includes 4 portable, 250 GP hard drives (@ 269.99 each) and would eliminate the primary barrier to serving more youth. The second package includes a multi-media PC and monitor to replace the oldest of the 3 PC's in the center with a machine that can do more of the audio/video work than the previous one (\$3,843). The third package includes a Powerbook G4 laptop with case and publishing software in order to provide a second computer to help serve the 40 youth in the Youth Publication program (\$3,884.93). The fourth package is a video camera and case in order to provide a second video camera and thereby double their capacity to produce high-quality video programming. And, the fifth package includes 2 portable, mini disc recorders and microphones in order to overcome weekly delays in production of projects.</p> <p>Criteria: The application noted that the SCAN Report called for more after school and other programs that help youth develop organizational and leadership skills. The agency estimates that 150 youth use the facility on a regular basis and that over 50% were from low income households. It partners with many youth and other organizations, receives funding from the Indiana Criminal Justice Institute, and is a member agency of the local United Way. The agency is asking for these packages of equipment in order to meet a growing demand for the services they offer. With the help of these pieces of equipment many youth will gain skills and enrich the community.</p> <p>Total Project Costs</p> <p>Requests: 4 Portable 250 GB Hard Drives Fantom, 250 GB Titanium Firewire Hard drive @ 269.99 x 4</p>	<p>\$45,000</p> <p>\$1,079.96</p>

		<p>AlienWare Multi-Media PC with Monitor and shipping</p> <p>Apple Powerbook G4 with Case</p> <p>QuarkXpress Software</p> <p>Sony TRV 950 Video Camera with Case</p> <p>Sony MX-N10 Portable Mini Disc Recorders and Microphones @ \$339.95 x 2</p> <p>Contributions: other sources</p>	<p>\$3,843.00</p> <p>\$3,154.96</p> <p>\$729.97</p> <p>\$1,749.90</p> <p>\$679.90</p> <p>- \$33,763</p>
		Total Amount Requested	\$11,238
28	<p>Shalom Community Center, Inc.</p> <p><i>Daytime Resource Center Breakfast and Lunch</i></p> <p>2003 - \$1,900 pay for 6 phone sets & install 3 new phone lines at 219 E. 4th street</p>	<p>The Shalom Community Center is a daytime respite and resource center for residents of Bloomington who are living in and suffering the effects of poverty. It serves as a front door to the larger community and the institutions that can help these persons lead more stable and self-sufficient lives. It applies a “low barrier outreach model” that brings a continuum of basic services to the clients onsite and uses an asset-based, client-centered approach to empower them. This agency occupies three sites: two relatively new Family Resource Centers funded largely out of a CAPE Lilly grant and the older Daytime Resource Center located at the First United Methodist Church on Fourth Street.</p> <p>This agency is requesting \$7,000 to help hire a part-time Food Service Coordinator to expand its breakfast and lunch program as well as train and provide work experience in food services for low-income residents. This money would pay half the cost of a 20 hour per week position for a full year.</p> <p>Criteria:</p> <p>The Daytime Resource Center provides food and specialized services to low income city residents. In that regard, the application says it is the primary provider of free breakfasts and lunches in the community and serves approximately 3,000 of these meals per month. It is requesting one half of the funds necessary to fund this pilot project and will “assume the full cost of the part-time (position) after the trial period ends.” The project should lead to broad and long lasting benefits by providing low income city residents with better nutrition as well as offering some of them training and experience in the food service industry. It will consult with United Way and the Food Bank to evaluate the program’s effectiveness.</p> <p>Total Project Cost</p> <p>Requests:</p> <p>Hourly pay of part-time Food Service Coordinator (20 hrs/wk x 52 wks/yr = 1,040 hrs x \$12.50/hr)</p> <p>Payroll Taxes (FICA = .0765 x \$13,000 + UC .02 x \$7,000)</p> <p>Contributions: Other Sources</p>	<p>\$14,134</p> <p>\$6,500</p> <p>\$500</p> <p>- \$7,134</p>
		Total Amount Requested	\$7,000
29	<p>Stone Belt</p> <p><i>Wheel Chair Lift for Expansion Project</i></p> <p>2000 - \$11,500 equipment & software for "compuplay" facility</p> <p>1999 - \$4,000 industrial sewing machines</p> <p>1997 - \$15,000 primary network server for computer system</p>	<p>Stonebelt Arc began in 1959, and its mission is to work “in partnership with the community, to prepare, empower and support persons with developmental disabilities and their families to participate fully in the life of the community.” It provides a menu of professional services to this vulnerable population over a multi-county area through its East 10th Street facility. Last year, as a result of a strategic plan, it began a 7,000 s.f. expansion of this facility.</p> <p>Stonebelt is requesting \$20,818 to purchase and install an unenclosed wheel chair lift during the expansion project. The agency does not have the funds to purchase the lift now and is seeking funds from the City in order to lower the cost by installing it during the initial construction.</p> <p>Criteria:</p> <p>The application notes that there are a little under 15,000 persons in Monroe County with disabilities, and approximately 70% of those seeking social services have income below the poverty line (per SCAN report). These clients need training in daily living skills, help with transportation, training and opportunities for employment, and outpatient mental health services – all of which are provided by this agency. According to last year’s summary, the expansion will improve facilities for office staff and staff training, expand the space</p>	

		<p>for teaching clients, and move records to create more manufacturing space. The \$20,818 request will be leveraged by about \$500,000 of other funds including a \$100,000 CDBG grant, donations, and program revenues. These capital improvements will enable Stone Belt to serve 10% more clients in the future and, as a component of the expansion, the wheel chair lift will help “the great number of customers and staff with mobility issues” ... “move more efficiently and independently throughout (the) facility.”</p> <p>Total Project Cost</p> <p>Requests:</p> <p>Unenclosed Wheel Chair Lift</p> <p>Contributions:</p> <p>-----</p> <p>Total Requested Amount</p>	<p>\$500,000 (approx)</p> <p>\$20,818</p> <p>\$20,818</p>
		<p>Total Amount Requested in 2004</p>	<p>\$305,384</p>

Presentation Hearing

Agenda

AGENDA

THE JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE WILL MEET ON MONDAY, MAY 17, 2004, AT 5:30 P.M. IN THE COUNCIL CHAMBERS TO HEAR PRESENTATIONS FROM FUNDING APPLICANTS

ORDER OF PRESENTATION AND DISCUSSION

*(Note: representatives have been asked to speak for
no more than 5 minutes per application)*

1. American Red Cross (Ed Vande Sande)
2. Area 10 Agency on Aging (Caroline Clay)
3. Big Brother Big Sister of South Central Indiana (Liz Grenat)
4. The Bloomington Beacon Center (Leslie Ann Leasure)
5. Rhino's (Brad Wilhelm)
6. Citizen Advocacy of South Central Indiana Inc. (Jo A. Gilbertson & Dixie Patterson)
7. Citizens for Community Justice, Inc. (Amy Dowell)
8. Community Kitchen of Monroe County, Inc. (Vicki Pierce)
9. El Centro Comunal Latino, Inc. (Jessica Hernandez & Esther Vargas)
10. Girls Incorporated of Monroe County (Dorothy Granger)
11. Hoosier Hills Food Bank, Inc. (Dan Taylor)
12. Indiana Legal Services, Inc. (Jamie Andree)
13. Martha's House, Inc. (Jodi Tobias)
14. Mental Health Alliance/Family Services Association of Monroe County (Cameron Clairmont)
15. Middle Way House, Inc. (Mary Krupinski)
16. Monroe County United Ministries, Inc. (Randy Garratt)
17. Planned Parenthood of Greater Indiana (Barb Sturbaum)
18. Prevent Blindness Indiana (Maureen Golden)
19. Boys and Girls Club of Bloomington (Joe Stebbins)
20. Shalom Community Center (Joel Rekas)
21. Stone Belt Arc (Larry Pejeau)

Other Actions

Adjournment

Allocation Hearing

Agenda

**Breakdown of Requests, Summary of
Individual Ratings and Comments,
& Recommendation Sheet**

AGENDA

**THE JACK HOPKINS
SOCIAL SERVICES FUNDING COMMITTEE MEETING
ON MONDAY, MAY 24, 2004, AT 5:30 P.M.
IN THE COUNCIL CHAMBERS (401 NORTH MORTON)
TO MAKE FUNDING RECOMMENDATIONS**

1. Preliminary Matters
 - Summary of Agenda
 - Announcing Potential Conflicts of Interest
2. Funding Recommendations
3. Other Matters
 - Reminder for Agencies to Review Draft Funding Agreements
 - Other Matters
4. Adjournment

Community Kitchen of Monroe County	\$7,780	Replacing Door at South Rogers Facility Purchasing Garbage Disposal for West 11 th Facility Purchasing Kitchen Grade Metal Shelving (2 @ 290.25 and 5 @ 262.95) plus shipping Replacing Dishwashing Machine at the South Rogers Street Facility (lowest priority)	\$1,920 \$225 \$2,635 \$3,000	\$7,780
Hoosier Hills Food Bank, Inc.	\$13,294	Fascia Boards Ballasts & Lights for Warehouse Ceiling Asphalt Repair Drywall Covering for Ceiling Insulation (500 sq ft @ 60 cents) Loading Dock Sealer Screen Frames for 3 garage doors Air Conditioning Used Forklift New Battery for Power Stacker Water Fountain	\$479 \$715 \$3,750 \$3,000 \$2,995 \$3,582 \$4,422 \$5,950 \$995 \$700	\$13,294
Martha's House, Inc.	\$20,000	Employee Salaries Employee Benefits/Taxes CPA services Trash Removal & Pest Control Supplies Travel (mileage) Phone (office & shelter) Bus Tickets	\$13,843 \$3,225 \$750 \$292 \$950 \$250 \$240 \$450	\$20,000
Planned Parenthood of Greater Indiana, Inc. (PPGI)	\$2,923	6 Baby Tischler Biopsy Punch Forceps @ \$390 x 6 6 Endocervical Biopsy Curette with basket @ \$51 x 6 6 Singley Forceps (@ 46.17 x 6	\$2,340 \$306 \$277	\$2,923
Monroe County United Ministries, Inc.	\$20,000	subsidy for 4 - 5 children (4-5 @\$160 x 52 weeks)	\$20,000	\$20,000
Girls Incorporated of Monroe County	\$15,000	Half the Cost of 1 Used Bus (@\$30,000/2)	\$15,000	\$15,000
Shalom Community Center, Inc.	\$7,000	Hourly pay of part-time Food Service Coordinator (20 hrs/wk x 52 wks/yr = 1,040 hrs x \$12.50/hr) Payroll Taxes (FICA = .0765 x \$13,000 + UC .02 x \$7,000)	\$6,500 \$500	\$7,000

Boys & Girls Club of Bloomington	\$15,580	Saturday Club Director Four Saturday Program Staff Vans & Bus Drivers Transportation (gas/maintenance) Program Supplies (consumables) Postage Duplication/Printing Awards & Recognition Marketing & Recruitment Costs Long Distance/Communication Group Outings to Events	\$2,531 \$6,049 \$2,500 \$1,000 \$2,000 \$50 \$100 \$500 \$200 \$100 \$550	\$15,580
Mental Health Alliance/ Family Services Association	\$15,000	Salaries and Benefits Computer PDA General Office	\$32,560 \$1,300 \$350 \$350	\$15,000
Big Brothers Big Sisters of South Central Indiana	\$6,750	Server/software Ports & Cables Installation of new network	\$4,500 \$750 \$1,500	\$6,750
Citizen Advocacy of South Central Indiana, Inc.	\$1,180	4,000 Tri-fold Brochures 4,000 Fact Sheets 4,000 "Sharing Our Stories" Handouts 500 Informational Guides for Advocates	\$437 \$216 \$427 \$99	\$1,180
Middle Way House, Inc.	\$15,000	Salary of Housing Specialist for year Payroll Taxes Insurance	\$25,000 \$1,913 \$5,000	\$15,000
Rhino's Youth Center	\$11,238	4 Portable 250 GB Hard Drives Fantom, 250 GB Titanium Firewire Hard drive @ 269.99 x 4 AlienWare Multi-Media PC with Monitor and shipping Apple Powerbook G4 with Case QuarkXpress Software Sony TRV 950 Video Camera with Case Sony MX-N10 Portable Mini Disc Recorders and Microphones @ \$339.95 x 2	1,080 3,843 3,155 730 1,750 680	11,238

\$150,745

\$150,745

Agency Name	Request	Ratings							Average Rating	Comments			
		CG	WK	TM	TP	DR	AR	DS					
American Red Cross	\$3,362	2	4	3	2	4	2	2	2.71	TP - low priority/ steel cabinet for GIS map?	DR-\$3,362		
										WK=\$2,000 cut training	TM- \$0	AR - equipment only	
Area 10 Agency on Aging	\$5,000	3	3.5	2	2	3	3	4	2.93	TP - low priority; duplication	CG - full	TM-\$0	
										DS-\$4,470	WK-\$1,750-do w/o students & travel	DR-\$1,000	
Big Brothers Big Sisters	\$6,750	3	4	5	2	3	3	4	3.43	TP-medium priority-elect. upgrade/questionable duplication		CG - full	
										DS-\$6,035	WK-\$4,500 drop ports & cables		
										TM- \$5,500 ongoing initiative	DR-\$1,000		
The Bloomington Beacon Center	\$10,030	1	5	2	2	3	3	1	2.43	TP - low priority; duplicate service	DR-\$1,000		
										WK-\$10,030	TM-\$0	AR- good project and need, but experimental	
Boys and Girls Club	\$15,580	3	4	5	3	3	4	4	3.71	TP - salaries - not much new/ partial funding	DR-\$1,000		
										DS-\$13,411	WK-\$7,800	TM-\$10,000	AR - targets community
Citizen Advocacy of South-Central Indiana	\$1,180	5	5	2	3	3	3	3	3.43	TP - low priority - buy cheap	DR-\$1,000		
										WK-\$1,180	CG - full	TM-\$0	
Citizens for Community Justice	\$5,825	1	5	2	2	3	2	2	2.43	TP - low priority - consider partial	TM-\$0	DR-\$1,000	
										WK-\$2,995 - refurbished copier	AR- help purchase for used one		
Community Kitchen	\$7,780	5	4.5	5	5	5	5	5	4.93	TP - high priority - emergency services	TM-\$7,000	DR-\$7,780	
										WK-\$5,000 drop shelving	CG - full	AR- exact criteria asked for	
El Centro Comunal Latino, Inc.	\$2,503	2	5	3	2	3	4	1	2.86	TP - low priority - but price is right	AR- targets community to serve		
										WK-\$2,503	TM-\$1,500 support for new & growing popul.	DR-\$1,000	
Girls Incorporated	\$15,000	3	4.5	5	3	4	3	4	3.79	TP - bus/partial funding	TM-\$8,000		
										DS-\$13,411	WK-\$7,500	DR-\$10,000	
Hoosier Hills Food Bank	\$13,294	5	4.5	5	4	5	4	5	4.64	TP - High priority - emergency	CG - full	DR-\$13,294	
										DS-\$11,623	WK-\$7,810	TM-\$10,000	AR- more basic requests; critical
Indiana Legal Services	\$20,000	3	4	3	2	3	3	2	2.86	TP - medium priority/questionable approach - salaries			
										WK-\$9,900 cut misc.	CG-\$9,300	TM-\$10,000	DR-\$1,000
Martha's House, Inc.	\$20,000	4	5	5	4	5	5	3	4.43	TP - high priority - emergency	CG - full	DR-\$15,000	
										WK-\$9,700	TM-\$10,000 start-up org serving critical need		
Mental Health Alliance/FSA	\$15,000	5	5	4	2	4	4	2	3.71	TP - non-emergency/feasibility study? High salary	AR- trust Gaal's opinion		
										WK-\$7,500	CG-high priority/full	TM-\$10,000	DR-\$10,000
Middle Way House	\$15,000	2	3	4	1	5	4	4	3.29	TP - low priority/ program not new/ impractical	DR-\$15,000		
										DS-\$13,411	WK-\$7,500	TM-\$5,500	AR- innovative approach
Monroe County United Ministries	\$20,000	4	4	5	3	4	5	5	4.29	TP - high priority/consider partial funding	DR-\$15,000		
										DS-\$17,882	WK-\$8,000	CG-\$15,000	TM-\$15,000
Planned Parenthood	\$2,923	5	4	5	3	5	4	5	4.43	TP - medium priority/ 80% below poverty			
										DS-\$2,235	WK-\$1,462	CG - full	TM-\$2,920
												DR-full	
Prevent Blindness Indiana	\$7,000	5	2	3	2	3	2	3	2.86	TP - low priority/ non-professional using technical equip.			
										WK-\$0	CG - full	TM-\$0	DR-\$1,000
Rhino's Youth Center	\$11,238	2	4	4	2	5	3	3	3.29	TP-med priority/non-emergency/expensive toy	WK-\$7,878 top 3		
										DS-nice program/should be other sources of \$	TM-\$1,080	DR-\$8,000	
Shalom Community Center	\$7,000	4	4.5	4	3	3	4	4	3.79	TP - high priority/ but not new	DR-\$1,000		
										DS-\$4,470	CG - full	TM- \$3,500	
Stone Belt Arc.	\$20,818	1	2	4	1	3	2	4	2.43	TP - low priority/ \$500K building/ will come up with own money			
										DS-\$16,094	WK-\$0	TM-\$10,000	DR-\$1,000

Agency Name	Request	Rating	Allocated
Community Kitchen	\$7,780	4.93	\$7,780
Hoosier Hills Food Bank	\$13,294	4.64	\$13,294
Martha's House, Inc	\$20,000	4.43	\$17,823
Planned Parenthood	\$2,923	4.43	\$2,923
Monroe County United Ministries	\$20,000	4.29	\$15,000
Girls Incorporated	\$15,000	3.79	\$10,000
Shalom Community Center	\$7,000	3.79	\$5,500
Boys and Girls Club	\$15,580	3.71	\$8,000
Mental Health Alliance/FSA	\$15,000	3.71	\$10,000
Big Brothers Big Sisters	\$6,750	3.43	\$4,500
Citizen Adovacy of South-Central Ir	\$1,180	3.43	\$1,180
Middle Way House	\$15,000	3.29	\$7,500
Rhino's Youth Center	\$11,238	3.29	\$5,000
Area 10 Agency on Aging	\$5,000	2.93	
El Centro Comunal Latino, Inc.	\$2,503	2.86	\$1,500
Indiana Legal Services	\$20,000	2.86	
Prevent Blindness Indiana	\$7,000	2.86	
American Red Cross	\$3,362	2.71	
Bloomington Beacon Center	\$10,030	2.43	
Citizens for Community Justice	\$5,825	2.43	
Stone Belt Arc.	\$20,818	2.43	

TOTAL \$110,000

Sample Funding Agreement

FUNDING AGREEMENT
CITY OF BLOOMINGTON - JACK HOPKINS
SOCIAL SERVICES PROGRAM
«Agency_Name»

This agreement entered into on _____, 2005, at Bloomington, Indiana, between the Common Council of the City of Bloomington, Indiana, hereinafter referred to as the "City," and «Agency_Name», hereinafter referred to as the "Agency," provides for the following:

- Whereas, the Jack Hopkins Social Services Program Funding Committee (Committee) reviewed agency applications, heard their presentations, and made funding recommendations to the Common Council; and
- Whereas, the Common Council adopted Resolution 05-XX which provided funding to this agency in the amount and the purposes set forth in Section 1 of this agreement; and
- Whereas, the resolution also delegated the duty of interpreting the funding agreement for the City to the Chair of the Committee; and
- Whereas, in interpreting the agreement, the Chair may consider the purposes of the program, the application and comments by agency representatives, and statements made by decision-makers during deliberations;

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

I. USE OF FUNDS

Agency agrees to use Agreement funds as follows:

«Project_Description»

«Other_Provisions»

II. TIME OF PERFORMANCE

The last claim for expenses under this agreement must be filed before «Deadline». The deadline may be extended by the Housing and Neighborhood Development Director of the City for good cause upon receipt of a written request from the Agency. Said request must be submitted two weeks prior to the deadline listed above.

III. PAYMENT PROCEDURES

It is expressly agreed and understood that the total amount to be paid by the City under this contract shall not exceed «Received». Claims for the payment of eligible expenses shall be made against the items specified in Section I, Use of Funds.

The Agency will submit to the City a claim voucher pursuant to City's claim procedures and deadlines for the expenditures corresponding to the agreed upon use of funds outlined above. Along with the claim voucher, the Agency will submit documentation satisfactory to the City, at its sole discretion, showing the Agency's expenditures.

The Agency agrees to make its best efforts to submit claims on a monthly basis and also agrees to submit claims for its June, July, and August expenditures no later than the end of September and to submit claims for its September, October, and November expenditures no later than December x, 2005.

IV. ADMINISTRATIVE REQUIREMENTS

A. Accounting Procedures

The Agency agrees to use generally accepted accounting procedures and to provide for:

- (1) Accurate, current, and complete disclosure of the financial component of its activities;
- (2) Records which identify adequately the source and application of funds for City supported activities;
- (3) Effective control over and accountability for all funds, property, and other assets.
- (4) Adequate safeguarding all such assets and shall assure that they are used solely for authorized purposes;
- (5) The City to conduct monitoring activities as it deems reasonably necessary to insure compliance with this Agreement; and
- (6) Return of the funds received under this Agreement that the City determines were not expended in compliance with its terms.

B. Access to Records

The Agency agrees that it will give the City, through any authorized representative, access to, and the right to examine, all records, books, papers or documents related to the funding provided by this Agreement, for the purpose of making surveys, audits, examinations, excerpts, and transcripts.

C. Retention of Records

The Agency agrees that it will retain for a period of three years from the date of this Agreement financial records, supporting documents, statistical records, and all other records pertinent to the funding provided by this Agreement.

V. GENERAL CONDITIONS

A. Independent Contractor

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Agency shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement.

The City shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance as the Agency is an independent Agency.

B. Hold Harmless

The Agency shall hold harmless, defend and indemnify the City from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient's performance or nonperformance of the services or subject matter called for in this Agreement.

C. Nondiscrimination (for agencies receiving grants in excess of \$10,000)

Agencies receiving grants in excess of Ten Thousand Dollars (\$10,000) shall be subject to the following provision in accordance with Section 2.21.070 of the Bloomington Municipal Code. The agency will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital/familial status, or status with regard to public assistance. The Agency will take affirmative action to insure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Agency agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City setting forth the provisions of this nondiscrimination clause.

VI. NOTICES

Communication and details concerning this contract shall be directed to the following contract representatives:

City: Marilyn Patterson, Program Manager Housing and Neighborhood Development City of Bloomington P.O. Box 100 Bloomington, IN 47402 Tel: (812) 349-3401 Fax: (812) 349-3582 E-mail: pattersm@bloomington.in.gov	Agency: «Director_of_Agency» «Agency_Name» «Address» «City», Indiana «Zip» Tel: (812) «Phone_Number» E-mail: «Email_Address»
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VII. TERMINATION OF AGREEMENT

The Agency agrees that this Agreement is subject to the availability of funds and that if funds become unavailable for the performance of this Agreement, the City may terminate the Agreement. If funds become unavailable, the City shall promptly notify the Agency in writing of the termination and the effective date thereof.

It is further agreed that the City may terminate this Agreement in whole or in part if it determines that Agency has failed to comply with the Agreement or with other conditions imposed by applicable laws, rules and regulations. The City shall promptly notify the Agency in writing of the determination and the reasons for the determination, together with the effective date. The Agency agrees that if the City terminates the Agreement for cause it will refund to the City that portion of the funds that the City determines was not expended in compliance with the Agreement. The Agency shall be responsible for paying any costs incurred by the City to collect the refund, including court costs and reasonable attorneys' fees.

If any provisions of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

VIII. TERM OF AGREEMENT

Unless terminated as provided in Section VII herein, this Agreement shall terminate upon the City's determination that the provisions of this Agreement regarding use of the Agreement funds have been met by the Agency.

CITY OF BLOOMINGTON, INDIANA

«Agency_Name»

By:

DRAFT

Andy Ruff
President, Common Council

By:

DRAFT

«Pres_BoD»
President
Board of Directors

Attest:

DRAFT

Susie Johnson
Housing and Neighborhood
Development Director

By:

DRAFT



«Director_of_Agency»
Executive Director

Date

Date

Calendar for Months of March through June

MARCH 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																										
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27  Easter	28 5:30 PM BHRC, McCloskey	29	30 12:00 PM Res/DL 2:00 PM HO, Kelly	31	<div>Apr 2005</div> <table> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>		S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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MARCH 2005

APRIL 2005

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APRIL 2005

MAY 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
1	2 12:00 PM Res/DL 5:00 PM RDV, McCloskey 5:00 PM USB, IU Research 5:30 PM BPSC/WS, Hooker	3 1:30 PM DRC, McCloskey 5:30 PM BPW, Chambers 5:30 PM PTCB, Transit 7:30 PM Tele, Chambers	4 12:00 PM BUEA, McCloskey 7:30 PM CCL/RS, Chambers	5 4:00 PM BDU, McCloskey 5:30 PM CSW, McCloskey	6	7 7:00 AM BCFM, Common																																																																																				
8	9 12:00 PM Ord/DL 4:00 PM CFRC, Dunlap 4:00 PM CSBM, McCloskey 4:30 PM Plat, Hooker 5:30 PM PC, Chambers	10 5:30 PM BCAC, Kelly	11 2:00 PM HO, Kelly 4:00 PM BHQA, McCloskey 7:30 PM CCL/CW, Chambers	12 12:00 PM HN, McCloskey 3:30 PM BHPC, McCloskey 5:15 PM SWMD, SWM Facilities	13 1:30 PM MPO-TAC/PC, McCloskey <i>PAYDAY</i>	14 7:00 AM BCFM, Common																																																																																				
15	16 12:00 PM Res/DL 4:00 PM CCA, McCloskey 5:00 PM FMAC, Parks 5:00 PM USB, IU Research 5:30 PM BPSC, Hooker	17 12:00 PM BIDAC, Hooker 4:00 PM BPS, Police 5:30 PM BPW, Chambers 5:30 PM PTCB, Transit 6:30 PM ACC, McCloskey	18 10:00 AM Tree, Rose Hill 7:00 PM CONA, McCloskey 7:30 PM CCL/RS, Chambers	19 7:30 AM DVT, Hooker 8:00 AM HA, HA Office 12:00 PM MLKC, McCloskey 3:30 PM BMFC, Hooker 5:30 PM BZA, Chambers 7:00 PM EC, McCloskey	20	21 7:00 AM BCFM, Common 9:00 AM CCL/BR, Cascades																																																																																				
22	23 12:00 PM Ord/DL 5:30 PM BHRC, McCloskey	24 4:00 PM BPC, Chambers	25 2:00 PM HO, Kelly 5:30 PM TC, Chambers 6:30 PM MPO-CAC, McCloskey 7:30 PM CCL/CW, Chambers	26	27 12:00 PM EDC, Hooker 12:00 PM Res/DL <i>PAYDAY</i>	28 7:00 AM BCFM, Common																																																																																				
29	30  <i>City Holiday:</i> MEMORIAL DAY	31 1:30 PM DRC, McCloskey 5:00 PM USB, IU Research 5:30 PM BPW, Chambers 5:30 PM PTCB, Transit	<div> <div>Apr 2005</div> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> </div> <div> <div>Jun 2005</div> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table> </div>				S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
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